



**Palestinian Central Bureau of Statistics**  
P.O. Box 1647 Tel: 970-2-2982700 Fax: 970-2-2982710  
**Economic Statistics Surveys Series**  
**Finance & Insurance Survey 2009**  
**Insurance Corporation**

Enterprise number :

**Identification:**

1. Enterprise commercial name: \_\_\_\_\_

2. Owner or general manager: \_\_\_\_\_ Sex: 1. Male      2. Female

3. Main economic activity (in details): \_\_\_\_\_

4. Address

Governorate: \_\_\_\_\_  Locality: \_\_\_\_\_

Street: \_\_\_\_\_ Building name/ owner: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5. Ownership:      1. Private national      2. Private foreign      3. National Government corporation      4. Foreign government corp.

6. Legal Status: \_\_\_\_\_

7. Organizational Structure      1. Sole Proprietorship      2. Main Center With Branches      3. Branch

8. Institutional Sector :

**Remarks for Questionnaire Completion**

- A separate questionnaire is completed for each establishment included in the sample regardless of whether it keeps records or not.
- A separate questionnaire is completed for each economic activity within the establishment, provided its inputs, workers, wages, new fixed assets are separable, i.e. constitutes a branch.

A single questionnaire is completed for the establishment if the branches keep no records. However, if the branches keep separate records and practice activities similar or different from those practiced in the main center, then its questionnaire undergoes completion in coordination with the main center.

**Enterprise (Project):** Economic entity capable of possessing assets and liabilities;

Practicing economic activities and conducting transaction with other parties and can

Provide complete accounts of profits and losses, preparing balance sheet at the end of the year to the main secondary activities practiced.

**workers:**

- Paid workers whether they are permanent, temporary or working for enterprise.

Excluded categories: trainees, those in unpaid vacations and members of board of directors.

**Establishment:** An enterprise or a branch producing a single group of goods (with the possibility of having ancillary production activities), provided enough data are available for calculating operation surplus.

**Wages and Salaries in Cash:** All wages given to employees during the survey year in addition to allowances, rewards, overtime, the thirteenth and fourteenth month salaries before applying any deductions, e.g. insurance, tax...etc.

**Ownership:** It is determined when the majority of capital (51% and more) is:

1. Private national	2. Private foreign	3. NGO,s
4. Government corporation	5. Foreign government corporation	

<b>Interview result</b>	
	1. Completed <input type="checkbox"/>
Not Completed Specify:	2. Permanently closed
	3. Temporarily closed
	4. Could not reach the address
	5. Did not practice any activity in 2009
	6. Different economic activity
	7. The Balance isn't ready
	8. Other ( specify )
9.. Refusal	

**First: General Data:**

**Number of actual working months during the survey year** \_\_\_\_\_

**Fiscal Years for the establishment:**

From \_\_\_ / \_\_\_ / 20\_\_

To \_\_\_ / \_\_\_ / 20\_\_

**Data Sources**

1. Financial books and records    2. Estimates    3. Both

**Currency used in questionnaire completion**

1. Jordanian Dinar (JD)    2. US Dollar (\$)    3. New Israeli Shekel (NIS)

**For Institutions Only (for sole proprietorship or main centers with branches):**

**1. Declared Capital**

**2. Paid Capital**

**3. Rate participation of nonresidents in the Paid Capital %**

**4.The enterprise prepares profits/losses account and balance sheet? 1.Yes 2.No**

**5.Establishing Year**

**No.2: Employment and Employees Remuneration**

Engaged persons' categories		Auxiliary Code	Average number of persons engaged during the reference year ❶		Average number of weekly work hours per employee	Salaries and wages in cash during the reference year ❷	
			male	female		male	female
EK		LS	LM	LF	LH	CM	CF
Paid employees	Administrators & Operative	1					
	Other	2					
<b>Total</b>							
Payments in kind ❸							
Social benefits ❹							
<b>Total remuneration</b>							

**Notes:**

❶ Average number of employees during the reference year =  $\frac{\text{Total number of employees at the end of each month}}{12}$

❷ Salaries and wages in cash during the reference year include: Basic salary or wage, allowances, premium and overtime in addition to the thirteenth and fourteenth months salaries (if found).

❸ Payments in kind include: food, accommodation, transportation, and recreational and social services provided by the enterprises to its employees.

❹ Other payments include social and health insurance installments and end of service appropriation.

**No.3.Production Input\***

Production Input	Auxiliary Code	ISIC Code	Value of beginning inventory	Purchases during the year			Production inputs sold as purchased (purchase price)	Lost and written off	Value of ending inventory	Value of consumed amounts during the year
				Internally produced purchases	Externally produced purchases	Total				
1	2	3	4	5	6	7	8	9	10	11
<b>A. Production Input:</b>										
Spare parts for vehicles	42	3430								
Spare parts for machines	43	3000								
Disposable tools	44	2893								
Stationery	45	2109								
Printed Materials	46	2221								
Work uniform	47	1810								
Cleaning material	48	2424								
<b>Total Input</b>	<b>55</b>	<b>5555</b>								
<b>B .Fuel &amp; OIL:</b>										
Gasoline	21	2320								
Diesel	22	2320								
Gas	23	2320								
Oils and lubrications	24	2320								
<b>Total Fuel &amp; Oil</b>	<b>66</b>	<b>6666</b>								
<b>C. Electricity &amp; Water:</b>										
Electricity	40	4010								
Water	41	4100								
<b>Total Electricity &amp; Water</b>	<b>77</b>	<b>7777</b>								
<b>Other Production Input:</b>										
	49									
<b>Total</b>										

\* Includes production input used in the main and secondary activity

**No.4 Production Expenditures (Services Offered by Others)**

Types of expenditure	Auxiliary Code	ISIC Code	Expenditure value			Type of expenditure	Auxiliary Code	ISIC Code	Expenditure value		
			Internal	Foreign	Total				Internal	Foreign	Total
1	2	3	4	5	6	1	2	3	4	5	6
Rent of buildings	10	7010				Transport of goods and money	26	6023			
Rent of machines and equipment	11	7122				Transportation of passengers	27	6021			
Post, telegraph, telephone, and fax	12	6420				Storing services	28	6302			
Maintenance and repair of machines and equipment	13	7250				Medical expenditure for work accidents	29	8512			
Maintenance and repair of buildings and constructions	14	4540				Commissions paid to others in return of purchased goods	30	5110			
Operational services provided by others	15					Losses of selling production inputs	31	5200			
Advertising	16	7430				Bids and tenders fees	32	7499			
Hospitality	17	5520				Cleaning services	33	9000			
Auditing	18	7412				Employee training & educated services	34	8090			
Bank commissions/ other than interests	19	6519				Unions and syndicates fees	35	9112			
Legal charges (Advocate charges)	20	7411				Chambers of industry & commerce fees	36	9111			
Court fees	21	7523				<b>Commissions to Insurance Agents</b>	<b>40</b>	<b>6720</b>			
Computer consulting services	22	7220				Other					
Engineering and consultation services	23	7421					37				
Costs of official travels	24	6022					37				
Ticket of official travels	25	6210				<b>Total</b>	<b>88</b>	<b>8888</b>			

**No.5. Taxes on Production**

Fees and Taxes	Value of payments			
	Auxiliary code	Internal	*Foreign	Total
1	2	3	4	5
Customs Duties	1001			
Value added tax **:				
Value added tax on salaries	1002			
Value added tax on profit	1003			
Ent licensing fees	1004			
Vehicles licensing fees	1005			
Stamp fees	1006			
Building taxes	1007			
Other Taxes on Production, specify				
	1008			
	1008			
	1008			
<b>Total fees and taxes</b>	<b>8888</b>			

\* For Jerusalem enterprises.

\*\*Include tax paid for Insurance Agents.

**No.6. Various payments and transfers**

Payments and Remittances	Auxiliary Code	Value of Payments		
		Internal	Foreign	Total
1	2	3	4	5
Rent of land	1012			
Interests on loans**	1013			
Interests on other liabilities	1014			
Royalties	1015			
Dividends distributed to :				
1. shareholders own less than 10% of the institution	1016			
2. shareholders own 10% or more of the institution	1017			
Bonuses to the board of directors	1018			
Governmental fines	1019			
non Governmental fines	1020			
Insurance Premiums	1021			
Grants, donations, and gifts	1022			
<b>Reinsurance Premiums</b>	<b>1040</b>			
Job left bonuses for employees:				
1. Special treasuries	1023			
2. Bonuses without treasury	1224			
Other, specify				
	1025			
<b>Total</b>	<b>8888</b>			

**No .7.Output from Principal Activity**

Kind of Insurance	ISIC Code	Premiums			Net Income from Technical Reserves Investment (Premiums Supplements)		
		Internal	Foreign	Total	Internal	Foreign	Total
1	2	3	4	5	6	7	8
Life Insurance	6601						
Non-Life Insurance	6603						
<b>Total</b>	<b>7777</b>						

**(Con.) Output from Principal Activity**

Kind of Insurance	ISIC Code	Claims			Changes in Technical Reserves for life - insurance			Holding Gain and loss which distributed to Policy holder makers	*Output
		Internal	Foreign	Total	In the Ending of year	In the Beginning of year	Changes		
1	2	3	4	5	6	7	8	9	10
Life Insurance	6601								
Non-Life Insurance	6603								
<b>Total</b>	<b>8888</b>								

\* For PCBS use



### No. 8.Revenue from Commercial and Services

Type of Revenue	ISIC Code	*Value of Revenue		
		Internal	Foreign	Total
1	2	3	4	5
A. Revenues from Commercial Activity				
<b>Total</b>	<b>7777</b>			
B. Revenues of Services				
Building Rentals	7010			
Other Revenues:				
<b>Total</b>	<b>8888</b>			

\* Trade margin = Sales + Ending inventory – Purchases during the year – Beginning inventory – Lost and written off.

### No. 9 .Various transfers and revenues.

Type of Revenue	Auxiliary Code	Value of Revenue		
		Internal	Foreign	Total
1	2	3	4	5
Rent of Land	1020			
Royalties	1021			
Income from other institutions' properties				
More than 10%, from the institution	1022			
Less than 10%, from the institution	1023			
Compensations from insurance against incidents	1024			
<b>Re Insurance Compensations</b>	<b>1040</b>			
Grants and donations	1025			
Fines imposed on others	1026			
Transfers from External branches	1027			
Government Subsidies	1028			
Receivable Interest:				
1.from government:				
A. Loan and Deposit	1029			
B. Others(Bonds & Treasury Bills)	1030			
2.Others:				
A. Loan and Deposit	1031			
B. Others	1032			
Other Revenues:				
	1033			
<b>Total</b>	<b>8888</b>			

**No .10.Portfolio Investment**

Type of Investment	Auxiliary Code	Value of Investment		
		Internal	Foreign	Total
1	2	3	4	5
<b>A. Financial Assets:</b>				
1. Certificates	1000			
2. Government bonds	1001			
3. Treasury Bonds	1002			
4.Other Financial Investment	1003			
5. Shares	1004			
<b>B. Real Assets:</b>				
1.Real Estate	1005			
2.Land	1006			
3.Expenseve Mineral	1007			
<b>C. Other Investment:</b>				
	1008			
	1008			
	1008			
<b>Total</b>	<b>8888</b>			

**No. 11 : Fixed Assets**

Types of fixed assets	Auxiliary Code	ISIC Code	Book value at the beginning of the year	Value of purchased assets during the year			Capital additions and improvements	Written-off and losses	Assets sold during the year	Depreciation during the year	Book value at the end of year
				Imported	Local						
					New	Second-hand					
1	2	3	4	5	6	7	8	9	10	11	12
Land	10	1028									
Residential buildings	11	4520									
Non residential buildings	12	4520									
Machines, equipment & devices	13	3000									
Goods & Passengers vehicles	14	3410									
Furniture and furnishings	15	3610									
Computer programs	16	7220									
Others:											
	17										
	17										
<b>Total fixed assets</b>											

**Name and addresses of branches (for multi branch enterprise):**

No.	Name of Branch	Branches sequence no.	Address	Data included in the main center questionnaire 1.Yes 2.No
1.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
4.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
5.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
6.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
7.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
8.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
9.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
10.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
11.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
12.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
13.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
14.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
15.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
16.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
17.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
18.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
19.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
20.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

**\* Respondent**

<b>Name:</b>	<b>Official Seal</b>
<b>Title:</b>	
<b>Date:</b>	
<b>Signature</b>	

**\* For PCBS use**

Name	Code	Signature	Date	Interviewer's Notes
* Interviewer _____	□□□□	_____	___ / ___ / 2010	
* Supervisor _____	□□□□	_____	___ / ___ / 2010	
* Editor _____	□□□□	_____	___ / ___ / 2010	
* Coder _____	□□□□	_____	___ / ___ / 2010	
* Data entry operator _____	□□□□	_____	___ / ___ / 2010	
* Post data entry editor _____	□□□□	_____	___ / ___ / 2010	