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. Nongovernmental sector 4. National government corp. 5. Foreign government corp ☐
6. Legal Status: _____   ☐☐
7. Organizational Structure   1. Sole Proprietorship   2. Main Center With Branches   3. Branch   ☐
8. Website: _____
9. E-Mail _____

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 the 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

Interview result	
1. Completed □	
Not Completed Specify:	2.1 Completely closed before 2012
	2.2 Completely closed after or through 2012
	3. Temporarily closed
	4. Could not reach the address
	5. Did not practice any activity in 2012
	6. Different economic activity
	7. The Balance isn't ready
	8. Refusal*
	9. Other (specify)

*8.1: Specify reason for refusal-------------------------

First: General Data:

1. Number of actual working months during the survey's year _____ □□

2. Fiscal Years for the establishment:

From ___ /___ / 20__

To ___ /___ / 20__

3.Data Sources

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

4.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):

5. Declared Capital □□□□□□□□

6. Paid Capital □□□□□□□□

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

8.Establishing Year □□□□

9. Investments for enterprise abroad? 1.Yes 2.No □

10. Investments in enterprise from abroad? 1.Yes 2.No □

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					
Total							
Payments in kind ❸							
Social benefits❹							
Total remuneration							

Notes:

❶ Average number of employees during the reference year = 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.

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

No.3.Production Input*

Production Input	Auxiliary 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	RM1	RM2	RM3	RM4	RM5	RM6	RM7	RM8	RM9
A. Production Input:									
Printed Materials	40								
Work uniform	41								
Cleaning material	42								
Total Input	**55**								
B .Fuel & Oil :									
Gasoline	43								
Diesel	44								
Gas	45								
Total Fuel & Oil	**66**								
C. Electricity & Water:									
Electricity	46								
Water	47								
Total Electricity & Water	**77**								
Other Production Input:	48								
Total	**88**								

* Includes production input used in the main and secondary activity

No.4 Production Expenditures (Services Offered by Others)

Types of expenditure	Auxiliary Code	Expenditure value		
		Internal	**Foreign**	**Total**
PE	PE 1	PE 2	PE3	PE 4
Rent of buildings	10			
Rent of machines and equipment	11			
Post, telegraph, telephone, and fax	12			
Advertising	13			
Auditing	14			
Computer consulting services	15			
Transport of goods and money	16			
Employee training & educated services	17			
Unions and syndicates fees	18			
Commissions to Insurance Agents*	**40**			
Other	21			
Total	**88**			

- Commissions to Insurance Agents does not include value added paid instead of agents

No.5. Taxes on Production and fees

Fees and Taxes	Value of payments			
	Auxiliary code	Internal	*Foreign	Total
TF	TF1	TF2	TF3	TF4
Value added tax:				
1.Value added tax on salaries	1001			
2.Value added tax on profit	1002			
Building taxes	1003			
Other Taxes on Production	1004			
Total fees and taxes	**8888**			

No.6. Various payments and transfers

Payments and Remittances	Auxiliary Code	Value of Payments		
		Internal	Foreign	Total
PD	PD1	PD2	PD3	PD4
Rent of land	1012			
Governmental fines	1013			
non Governmental fines	1014			
Accident insurance premiums(exclude employees)	1015			
Grants, donations, and gifts	1016			
Reinsurance Premiums	**1040**			
Other	1018			
Total	**8888**			

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
IN	IN1	IN2	IN3	IN4	IN5	IN6	IN7
Life Insurance	**6511**						
Non-Life Insurance	**6512**						
Total	**8888**						

(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		
IN	**IN1**	**IN8**	**IN9**	**IN10**	**IN11**	**IN12**	**IN13**	**IN14**	**IN15**
Life Insurance	6511								
Non-Life Insurance	6512								
Total	**8888**								

* For PCBS use

No8: Revenues of Services Rendered to Others

Type of revenue	Auxiliary code	Other Revenues Value		
		Internal	**External**	**Total**
	SI1	SI2	SI3	SI4
Rent of Building	6810			
Other				
Total	**8888**			

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

No9 : Various transfers and revenues

Types of revenue	Auxiliary Code	Other Revenue value		
		Internal	**External**	**Total**
DI	DI1	DI2	DI3	DI4
Rent of land	1020			
Grants and donations	1021			
Fines imposed on others	1022			
Transfers from external branches	1023			
Re Insurance Compensations	**1024**			
Other Revenues	1025			
Total	**8888**			

No .10.Portfolio Investment

Type of Investment	Auxiliary Code	Value of Investment		
		Internal	**Foreign**	**Total**
INV	INV1	INV 2	INV 3	INV 4
A. Financial Assets:				
1. Certificates	1000			
2. Government bonds	1001			
3. Treasury Bonds	1002			
4.Other Financial Investment	1003			
5. Shares	1004			
B. Real Assets:				
1.Real Estate	1005			
2.Land	1006			
3.Expenseve Mineral	1007			
C. Other Investment:				
	1008			
	1009			
	1010			
Total	**8888**			

No. 11 : Fixed Assets

Types of fixed assets	Auxiliary 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
Land	10									
Residential buildings	11									
Non residential buildings	12									
Machines, equipment & devices	13									
Goods & Passengers vehicles	14									
Furniture and furnishings	15									
Computer programs	16									
Others:										
	17									
	18									
Total fixed assets										

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.		☐☐☐☐☐☐☐		
2.		☐☐☐☐☐☐☐		
3.		☐☐☐☐☐☐☐		
4.		☐☐☐☐☐☐☐		
5.		☐☐☐☐☐☐☐		
6.		☐☐☐☐☐☐☐		
7.		☐☐☐☐☐☐☐		
8.		☐☐☐☐☐☐☐		
9.		☐☐☐☐☐☐☐		
10.		☐☐☐☐☐☐☐		
11.		☐☐☐☐☐☐☐		
12.		☐☐☐☐☐☐☐		
13.		☐☐☐☐☐☐☐		
14.		☐☐☐☐☐☐☐		
15.		☐☐☐☐☐☐☐		
16.		☐☐☐☐☐☐☐		
17.		☐☐☐☐☐☐☐		
18.		☐☐☐☐☐☐☐		
19.		☐☐☐☐☐☐☐		
20.		☐☐☐☐☐☐☐		

* Respondent

Name:	**Official Seal**
Title:	
Date:	
Signature	

* For PCBS use

Name	Code	Signature	Date	Interviewer's Notes
* Interviewer _____	☐☐☐☐	_____	____ / __/___ 2013	
* Supervisor _____	☐☐☐☐	_____	____ / __/___ 2013	
* Editor _____	☐☐☐☐	_____	____ / __/___ 2013	
* Coder _____	☐☐☐☐	_____	____ / __/___ 2013	
* Data entry operator _____	☐☐☐☐	_____	____ / __/___ 2013	
* Post data entry editor _____	☐☐☐☐	_____	____ / __/___ 2013	