## Palestinian National Authority
## Palestinian Central Bureau of Statistics
P.O. Box 1647 Tel: 970-2-2982700 Fax: 970-2-2982710 Toll free: 1800300300
## Economic Statistics Surveys Series
## Communication & Information Survey 2012

**Data Provided Here Are Used Only For Statistical Purposes and are Considered highly Confidential, According to the General Statistics Law of 2000.**

**Serial No.** ☐☐☐☐☐          **Enterprise number:** ☐☐☐☐☐☐☐

**Identification Data:**

**Q1. Enterprise commercial name:** _____

**Q2. Owner or general manager:** _____**Sex:**          1. Male          2. Female          ☐

**Q3.Main economic activity (in details):** _____          ☐☐☐☐☐

**Q4.Address**

Governorate: _____          Locality**:** _____          ☐☐☐☐☐☐☐

Street/  Building name/ owner: _____ No of enumeration area.          ☐☐☐☐

P.O. Box: _____ Tel/ mobile _____ Fax: _____ Building No.          ☐☐☐

**Q5. Ownership:**  1. Private national  2. Private foreign  3. Native  Sector  4. National government corp.  5. Foreign government corp          ☐

**Q6.Legal Status:** _____          ☐☐

**Q7.Organizational Structure**     1. Sole Proprietorship     2. Main Center including Branches accounts   3. Main Center doesn't  include Branches accounts                                    4. Branch          ☐

**Q8.Website :** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

**Q9  Email :** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

| ID0. 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 in2012 |
| | 6. Different economic activity * |
| | 7. Refused |
| | 8. Repeated |
| | 9. Central government |
| | 10. Agricultural appropriation |
| | 11. Branch keep No Records |
| | 12. The Balance isn't ready |
| | 13. Isn't an enterprise as recognized |
| | 14. Israeli Ownership |
| | 15. Different ownership |
| | 16.other ( specify ), ……………… |

**First: General Data:**

**ID1. Number of actual work months during the survey year _____** ☐☐

**ID2. Fiscal Years for the Enterprise:**
From ___ /___ / 20__
To     ___ /___ / 20__

**ID3. Data Sources**

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

**ID4. Currency used in questionnaire completion**
1. Jordanian Dinar (JD)     2. US Dollar ($)     3. New Israeli Shekel (NIS)     ☐

**ID5. For** Nongovernmental sector **:**

Does the establishment work with serious economic prices (Revenues cover the cost or more )

1. Yes                    2. No     ☐

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

**ID6. Establishing Year:**     ☐☐☐☐

**ID7. Declared Capital**     ☐☐☐☐☐☐☐☐

**ID8. Paid Capital to the end of the 2012**     ☐☐☐☐☐☐☐☐

**ID9 .The enterprise prepares profits/losses account and balance sheet?** 1.Yes  2.No     ☐

**ID10. Does the enterprise have investments abroad?**     1.Yes  2.No     ☐

**ID11. Does the enterprise have investments from abroad?**     1.Yes  2.No     ☐

* **ID12**: If the economic activity changed, describe the new economic activity; _____     ☐☐☐☐☐

** **ID14**: If the result of the interview refused to identify the cause of rejection are: _____

**No.2 A: Employment and Employees Compensation:**

| Employed persons' categories | Auxiliary code | Average number of employed persons | | Average number of weekly work hours per employee | Compensations of employees during the reference year | |
|---|---|---|---|---|---|---|
| | | Male | Female | | Male | Female |
| EK | LS | LM | LF | LH | CM | CF |
| Unpaid employees | 1 | | | | | |
| Paid employees | 2 | | | | | |
| **Total** | | | | | | |
| Payments in kind | | | | | | |
| Other benefits | | | | | | |
| **Total Compensation** | | | | | | |

**No.2 B: Employment during 12/2012:**

| Employed persons' categories | Auxiliary code | No. of employed persons during 12/2012 | | Contracts | | Yearly Paid Vacations | | Work injury insurance | | Retirement System | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| EM | EM1 | EM2 | EM3 | EM4 | EM5 | EM6 | EM7 | EM8 | EM9 | EM10 | EM11 |
| Unpaid employees | 1 | | | | | | | | | | |
| Paid employees: | | | | | | | | | | | |
| 1. permanent | 3 | | | | | | | | | | |
| 2. temporary | 4 | | | | | | | | | | |
| **Total** | | | | | | | | | | | |

**No.2C:insurance health**

| | | | |
|---|---|---|---|
| NA1. Does the institution avail health insurance for its labor? | 1. Yes | 2. No (If 2 skip to NA4) | ☐ |
| NA2. Does the institution provide health insurance through insurance company? | 1. Yes | 2. No | ☐ |
| NA3. Total value of claims which paid for insurance companies. | | | ☐☐☐☐☐ |
| NA4. Is there clinic in the institution? | 1. Yes | 2. No | ☐ |
| NA5. Total expenditure of the clinic | | | ☐☐☐☐☐ |

**No.3A: Goods Production Inputs**

| Item | Auxiliary code | Value of beginning Inventory | Purchases during the year | | | Production inputs sold as purchased (purchased price) | Lost and written off | Value of ending inventory | Value of consumed during the year |
|---|---|---|---|---|---|---|---|---|---|
| | | | Internally purchases | Externally purchases | Total | | | | |
| RM | RM1 | RM2 | RM3 | RM4 | RM5 | RM6 | RM7 | RM8 | RM9 |
| Raw Materials | 10 | | | | | | | | |
| other raw materials | 11 | | | | | | | | |
| Electricity | 12 | | | | | | | | |
| water | 13 | | | | | | | | |
| **Total** | **88** | | | | | | | | |

Value of Production Inputs =(value of beginning inventory + total of purchases –production in puts sold as purchased –lost and written off –value of ending Inventory)

**No.3B: Goods Production Inputs**

| Item | Auxiliary code | Value of beginning Inventory | Purchases during the year | Production inputs sold as purchased (purchased price) | Lost and written off | Value of ending inventory | Value of consumed amount during the year | Value of consumed to produced electricity | Value of consumed to transport |
|---|---|---|---|---|---|---|---|---|---|
| OL | OL1 | OL2 | OL3 | OL4 | OL5 | OL6 | OL7 | OL18 | OL9 |
| 1. Gasoline | 10 | | | | | | | | |
| 2. Kerosene | 11 | | | | | | | | |
| 3. Diesel | 12 | | | | | | | | |
| 4. Gas | 13 | | | | | | | | |
| 5. Oils and lubrications | 14 | | | | | | | | |
| 6. fire wood | 15 | | | | | | | | |
| 7. Coal | 16 | | | | | | | | |
| 8. Other fuel(….) | 17 | | | | | | | | |
| **Total** | **88** | | | | | | | | |

Value of Production Inputs =(value of beginning inventory + total of purchases –production in puts sold as purchased –lost and written off –value of ending Inventory)

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

| Type of expenditure | Auxiliary code | Expenditure value | | | | Type of expenditure | Auxiliary code | Expenditure value | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Internal | External | | Total | | | Internal | External | | Total |
| | | | Value | Israel % | | | | | Value | Israel % | |
| PE | PE 1 | PE 2 | PE 3 | PE 4 | PE 5 | PE | PE 1 | PE 2 | PE 3 | PE 4 | PE 5 |
| Rent of buildings | 10 | | | | | Auditing | 16 | | | | |
| Rent of machines and equipment | 11 | | | | | Computer consulting services | 17 | | | | |
| Post, telegraph, telephone, and fax | 12 | | | | | Transportation of passengers and goods | 18 | | | | |
| Maintenance and repair of machines and equipment | 13 | | | | | Cleaning services | 19 | | | | |
| Maintenance and repair of buildings and constructions | 14 | | | | | Losses of selling production inputs | 20 | | | | |
| Advertising | 15 | | | | | Unions and syndicates fees | 21 | | | | |
| | | | | | | Other | 22 | | | | |
| | | | | | | Total | 88 | | | | |

**No.5: Fees and Taxes on Production**

| Fees and Taxes | Auxiliary code | Value of payments | | |
|---|---|---|---|---|
| | | Internal | External | Total |
| TF | TF1 | TF2 | TF3 | TF4 |
| Customs duties | 10 | | | |
| Value added tax (net tax) | 11 | | | |
| Enterprise licensing fees | 12 | | | |
| Vehicles licensing fees | 13 | | | |
| Permit fees | 14 | | | |
| Other Fees and Taxes on Production | 15 | | | |
| Total | 88 | | | |

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

| Payments and Remittances | Auxiliary code | Value of Payments | | | |
|---|---|---|---|---|---|
| | | Internal | External | | Total |
| | | | Value | Israel % | |
| PD | PD1 | PD2 | PD3 | PD4 | 5PD |
| Rent of land | 10 | | | | |
| Interests on loans | 11 | | | | |
| Withdrawals of proprietors | 12 | | | | |
| Governmental and non Governmental fines | 13 | | | | |
| Accident insurance premiums (exclude employees) | 14 | | | | |
| Loss on sale of fixed assets | 15 | | | | |
| Other | 16 | | | | |
| Total | 88 | | | | |

**No.7 : Commodity Products**

| Type of product | Auxiliary code | ISIC code | Value of Beginning inventory | Sales Value | | | Value of Ending inventory | Products produced during the year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | Local | External | Total | | |
| PM | PM1 | PM2 | PM3 | PM4 | PM5 | PM6 | PM7 | PM8 |
| **Finished products** | | | | | | | | |
| 1. | 10 | | | | | | | |
| 2. | 11 | | | | | | | |
| 3. | 12 | | | | | | | |
| 4. | 13 | | | | | | | |
| 5. Other: | 14 | | | | | | | |
| **Work in Progress** | 15 | | | | | | | |
| **Fixed assets produced for own Accounts** | 16 | | | | | | | |
| **Wastes** | 17 | | | | | | | |
| **Total** | **88** | **88888** | | | | | | |

**No. 8: Goods Purchased for Resale (Trade Activity)**

| Goods | ISIC Code | Value of beginning inventory | Purchases during the year | | | Lost & written off | Sales value | | | Value of ending inventory | Trade margin |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | local | External | Total | | Local | External | Total | | |
| GS | GS1 | GS2 | GS3 | GS4 | GS5 | GS6 | GS7 | GS8 | GS9 | GS10 | GS11 |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. Other……… | | | | | | | | | | | |
| **Total** | **88888** | | | | | | | | | | |

**No.9:  Revenues of Services Rendered to Others**

| Type of revenue | Auxiliary code | Other Revenues Value | | | |
|---|---|---|---|---|---|
| | | Internal | External | | Total |
| | | | Value | Israel % | |
| | SI1 | SI2 | SI3 | SI4 | SI5 |
| Main Revenue of  the Service Activity | 10 | | | | |
| Revenue of  Transport and Storage | 11 | | | | |
| Revenue of  Communication and Information | 12 | | | | |
| Industrial services on materials from others | 13 | | | | |
| Maintenance and repairs services | 14 | | | | |
| Rent of Building | 15 | | | | |
| Other | 16 | | | | |
| **Total** | **88** | | | | |

**No10 : Various transfers and revenues**

| Types of revenue | Auxiliary Code | Other Revenue value | | | |
|---|---|---|---|---|---|
| | | Internal | External | | Total |
| | | | Value | Israel % | |
| DI | DI1 | DI2 | DI3 | DI4 | DI5 |
| Rent of land | 10 | | | | |
| Shares profits | 11 | | | | |
| Grants and donations | 12 | | | | |
| Profits of selling fixed assets | 13 | | | | |
| Other | 14 | | | | |
| **Total** | **88** | | | | |

**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 | | | Fixed assets produced at the Enterprise | Capital additions and improve-ments | 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 | | | | | | |
| FA | FA1 | FA2 | FA3 | FA4 | FA5 | FA6 | FA7 | FA8 | FA9 | FA10 | FA11 |
| Land | 10 | | | | | | | | | | |
| Residential buildings | 11 | | | | | | | | | | |
| Non residential buildings | 12 | | | | | | | | | | |
| Machines, equipment & devices | 13 | | | | | | | | | | |
| Goods vehicles | 14 | | | | | | | | | | |
| Passengers vehicles | 15 | | | | | | | | | | |
| Furniture and furnishings | 16 | | | | | | | | | | |
| Computer programs | 17 | | | | | | | | | | |
| Other | 21 | | | | | | | | | | |
| **Total** | **88** | | | | | | | | | | |

**No .12 : Section for goods transport vehicles (If the enterprise have transport vehicles)**

**No.12A: No.12A: The number of vehicles owned by the Enterprise at the end of the year by load capacity:**

| Vehicle Category | Auxiliary code | Owned at the End of the year |
|---|---|---|
| K C | KC1 | KC2 |
| Less than 2 tons | 10 | |
| 2 to 6 tons | 11 | |
| 7 to 10 tons | 12 | |
| More than 10 tons | 13 | |
| **total** | **88** | |

**No12B: Number of kilometers and tones that goods vehicles passed during the year:**

| Transport direction | | Auxiliary code | Number of kilometers | Number of tones | | |
|---|---|---|---|---|---|---|
| | | | | Solid | Liquid | Others |
| To | | KT1 | KT2 | KT3 | KT4 | KT5 |
| Inside Palestinian territory | | 10 | | | | |
| Out Palestinian territory | Israel | 11 | | | | |
| | Other Countries | 12 | | | | |
| **Total** | | **88** | | | | |

**ID13:Name and addresses of branches  (for multi branch enterprise):**

| No. | Name of Branch | Enterprise seq. no. | Address | Data included in the main center questionnaire<br><br>1. Yes                    2. No | Average Number of Employees |
|---|---|---|---|---|---|
| BR0 | BR1 | BR2 | BR3 | BR4 | BR5 |
| 1. | | ☐☐☐☐☐☐☐ | | | |
| 2. | | ☐☐☐☐☐☐☐ | | | |
| 3. | | ☐☐☐☐☐☐☐ | | | |
| 4. | | ☐☐☐☐☐☐☐ | | | |
| 5. | | ☐☐☐☐☐☐☐ | | | |

**Respondent**

| | |
|---|---|
| Name: | Official Seal |
| Jobs: | |
| Date: | |
| Signature | |

**For PCBS use**

| Name | Code | Signature | Date | Interviewer Notes |
|---|---|---|---|---|
| * Interviewer | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Supervisor | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Coordinator | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Editor | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Coder | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Data entry operator | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |
| * Post data entry editor | ☐☐☐☐ | _____ | _____ / _____ / 2013 | |