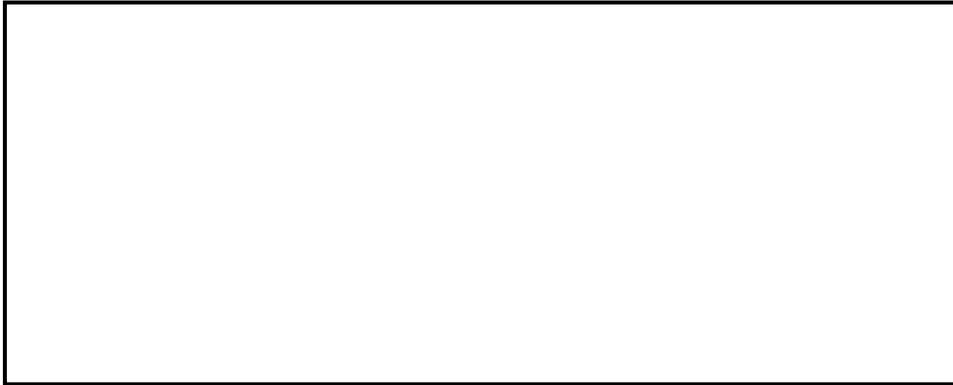




2021 ANNUAL SURVEY OF PHILIPPINE BUSINESS AND INDUSTRY

BUSINESS AND SERVICES

January – December 2021



Dear Sir/Madam:

The Philippine Statistics Authority (PSA) is conducting the **2021 Annual Survey of Philippine Business and Industry (ASPBI) to provide key measures on the levels, structure, performance and trends of businesses and industries.** These data will be used by government planners, policy makers, and administrators in formulating social and economic development plans, policies, and programs.

The conduct of the 2021 ASPBI is in accordance with Republic Act (RA) No. 10625 (Philippine Statistical Act of 2013), which authorizes the PSA to prepare and conduct periodic censuses on various sectors of economy and Executive Order No. 352 mandating the conduct of ASPBI every year.

Pursuant to Section 25 of RA 10625, the National Statistician identified the above statistical inquiry or survey to be conducted with obligation to provide information. Considering this, all respondents whether natural or legal persons shall be liable to reply to the statistical inquiry or survey. The respondents are also required to give truthful and complete answers to the said statistical inquiries or surveys of the PSA and other statistical offices of the Philippine Statistical System. We are requesting you to provide complete and truthful answers to all the questions that will be asked by our survey interviewer.

Rest assured that the data you will furnish in the above survey shall be treated with strict confidentiality and shall be considered PRIVILEGED COMMUNICATION hence, inadmissible in evidence in any proceeding as provided for in Section 26 of R.A. No 10625. The PSA also complies with the Data Privacy Act of 2012 and assures that all collected personal information are processed in accordance with the law and other issuances.

You may also accomplish the questionnaire online at <https://aspbi.psa.gov.ph> or through electronic copy either in Portable Document Format (PDF) or Excel file format.

We appreciate your utmost cooperation and support for the success of the 2021 ASPBI.

Thank you very much.

DENNIS S. MAPA, Ph.D.

Undersecretary
 National Statistician and Civil Registrar General

For inquiries, contact:
PSA Field Office
 Telephone No.: _____
 E-mail Address: _____

PSA Central Office
 Telephone No.: (02) 8376-2060
 E-mail Address: esss-rcu@psa.gov.ph

FOR PSA USE ONLY													
FN				QN	QS	QR	ECN						
IND				PROV-MUN				BGY		SZ	LO	EO	

HOW TO ACCOMPLISH THE ONLINE QUESTIONNAIRE

Step 1: *Register*

- a. Open <https://aspbi.psa.gov.ph> in the web browser.
- b. Click on the link **Proceed to the online questionnaire.**
- c. Click on the link **Register here.**
- d. Register using the first 14-digit alphanumeric **Establishment Control Number (ECN)** found at the lower portion of the address stub on the cover page of this questionnaire and your establishment's **official email address.**
- e. Wait for the password to be sent to the registered email address.

Step 2: *Accomplish the questionnaire*

- a. Open <https://aspbi.psa.gov.ph> in the web browser.
- b. Log in using the **ECN** and the **password** provided to you.
- c. Fill-out all the data fields up to the **Certification** portion.

Step 3: *Confirm completion of the accomplished questionnaire*

- a. Tick the **checkbox** at the last page to confirm completion of the questionnaire.
- b. An acknowledgement will be sent to the establishment's registered email address.

GENERAL INSTRUCTIONS

- ⇒ Provide best estimates if exact figures are not available in your records. Indicate "N.A." for items not applicable.
- ⇒ Refer to concepts and definition of terms, relevant explanatory notes in specific items when providing responses for each item or question.
- ⇒ Include only Philippine-based activities, including imports and exports, of this establishment.
- ⇒ Mark (✓) only **one box**, unless instructed otherwise.
- ⇒ All reports must pertain to 2021 as reference year.

Continued on Page 3

GENERAL INFORMATION ABOUT THIS ESTABLISHMENT

1. Business and Registered Name, Business Tax Identification Number (TIN), Business Address, Company Website and Social Media Account/s of this Establishment in 2021

A. Business Name: _____

B. Registered Name: _____

C. Business TIN:

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D. Business Address: _____

Do Not Fill (For PSA Use Only)					
PROV	MUN	BGY			

E. Company Website: <https://www.> _____

F. Social Media Account/s:

_____	_____
_____	_____
	Others, <i>specify</i> : _____
_____	_____

2. Economic Activity or Business in 2021

⇒ Describe in detail the main economic activity, secondary and other activities of this establishment.

A. Main Economic Activity (Refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)

Do Not Fill (For PSA Use Only)					
2009 PSIC					

For establishments engaged in Business Process Management (BPM), please specify the kind of BPM activity (*BPM services refers to provision of a bundled service package that combines information technology-intensive services with labour (manual or professional depending on the solution), machinery and facilities to support, host and manage a business process for a client, including: financial business processes such as financial transaction processing, credit card processing, payment services, lending services, human resource business processes, such as benefits administration, payroll processing, personnel administration, supply chain management business processes, such as inventory management, procurement services, logistics services, production scheduling and order processing, customer relations management business processes, such as help desk, call centre, customer service, vertical market business processes, conducted by specific industries such as electric, chemical, petroleum, and other business processes for a client.*)

A.1. Major products/goods produced or sold or type of service rendered
Specify: _____

B. Secondary Activity (Refers to activity carried out by this establishment that contributes the second biggest portion of the gross income or revenue of this establishment.)

Do Not Fill (For PSA Use Only)					
2009 PSIC					

C. Other Activities (Refer to other activities carried out by this establishment in which the output, like that of the main and secondary activities, must be suitable for delivery outside this establishment.)

LN
NO

01

02

03

04

3. Year Started Operation

⇒ Indicate the year when this establishment started operation regardless of its location in the Philippines.

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GENERAL INFORMATION ABOUT THIS ESTABLISHMENT (cont.)

4. Legal Organization in 2021

⇒ Mark (✓) the box corresponding to the best description of this establishment.

- | | |
|---|--|
| 1 <input type="checkbox"/> Single Proprietorship | 5 <input type="checkbox"/> Non-stock, Non-profit Corporation |
| 2 <input type="checkbox"/> Partnership | 6 <input type="checkbox"/> Cooperative |
| 3 <input type="checkbox"/> Government Corporation | 7 <input type="checkbox"/> Others, specify: _____ |
| 4 <input type="checkbox"/> Stock Corporation | |

5. Economic Organization in 2021

⇒ Mark (✓) the box corresponding to the best description of this establishment.

- 1 Single Establishment
- 2 Branch only
⇒ Provide details of Main Office below
- 3 Establishment and main office
(both located in the same address and with branches elsewhere)
⇒ Provide details of branches in Item 22
- 4 Main Office only
⇒ Provide details of branches in Item 22
- 5 Ancillary unit other than Main Office
⇒ Provide details of Main Office below

Single Establishment is an establishment which has neither branch nor main office. It may have ancillary unit/s other than main office, located elsewhere.

Branch is an establishment which has a separate main office located elsewhere.

Main office is the unit which controls, supervises and directs one or more establishments of an enterprise.

Ancillary unit is the unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides services that supports those establishments.

A. Registered Name of Main Office

Do Not Fill (For PSA Use Only)

ECN

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B. Address of Main Office

PROV

MUN

BGY

C. Contact Person in Main Office

- | | |
|-----------------------------|--------------------------|
| (1) Name _____ | (4) Fax No. _____ |
| (2) Title/Designation _____ | (5) E-mail Address _____ |
| (3) Tel. No. _____ | _____ |

6. Capital Participation as of 31 December 2021

⇒ Indicate the percent share of the stockholders by nationality.

Capital participation refers to the claims of foreign and/or local investors against capital/equity.

- | | | |
|---------------------|-------------------|-----------------------------------|
| 1 Filipino _____% | 5 Chinese _____% | 9 Korean _____% |
| 2 American _____% | 6 Dutch _____% | 10 Singaporean _____% |
| 3 Australian _____% | 7 German _____% | 11 Taiwanese _____% |
| 4 British _____% | 8 Japanese _____% | 12 Others, specify: _____% |

TOTAL EMPLOYMENT

7. Total Employment as of 15 November 2021

Total employment refers to the total number of persons, whether **paid** or **unpaid**, who work in or for this establishment as of 15 November 2021.

EXCLUDE:

- * Members of cooperative who are not involved in the operation of the cooperative
- * Workers on sub-contract agreement or under manpower agencies/contractors (**to be reported in Item 8**)

Paid employees are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

INCLUDE:

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Persons hired only during peak seasons like planting, harvesting, and the like
- ✓ Any other employee receiving regular pay not reported above

EXCLUDE:

- * Directors paid solely for their attendance at meetings of Board of Directors
- * Consultants
- * Workers on indefinite leave
- * Working owners who do not receive regular pay
- * Homeworkers
- * Workers receiving commissions only
- * Other workers not in the payroll of this establishment

Unpaid workers are working owners who do not receive regular pay, apprentices and learners without regular pay, and persons working for at least 1/3 of the working time normal to this establishment without regular pay.

EXCLUDE: Silent or inactive business partners

Type of Employment	Male (1)	Female (2)	Total (3)	LN NO
a. Paid Employees				01
b. Unpaid Workers				02
c. Total (sum of a and b)				03

WORKERS ON SUB-CONTRACT AGREEMENT OR UNDER MANPOWER AGENCIES/CONTRACTORS

8. Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors as of 15 November 2021

Workers on sub-contract agreement or under manpower agencies/contractors are workers employed by the contractors to perform or complete a job, work or service within the premise of this establishment pursuant to a service agreement. These are workers which are **not in the payroll of this establishment**.

	Male (1)	Female (2)	Total (3)	LN NO
Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors				01

Continued on Page 6

RESEARCH AND DEVELOPMENT (R&D) PERSONNEL DIRECTLY-HIRED

9. R&D Personnel Directly-hired as of 15 November 2021

Research and Development (R&D) refers to creative work undertaken as a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

R&D personnel are all persons employed directly on R&D as well as those providing direct services such as R&D managers, administrators and clerical staff. R&D personnel are classified into three categories: researchers, technicians and other personnel involved in R&D.

Researcher refers to person who uses or creates scientific knowledge and engineering and technological principles, i.e. person with scientific or technological training who is engaged in work in R&D, who directs the execution of R&D.

Technician refers to person engaged in R&D who had vocational or technical training in any branch of knowledge and technology.

Other R&D personnel refers to persons who are directly associated with the performance of R&D; clerical, secretarial and administrative personnel, skilled, semi-skilled workers in various trades and all other supporting workers.

R&D Personnel Directly-hired by this Establishment	Male (1)	Female (2)	Total (3)	LN NO
a. Researchers				01
b. Technicians				02
c. Other R&D Personnel				03
d. Total (sum of a to c)				04

PRODUCTION/CONSTRUCTION WORKERS AND HOURS WORKED

10. Number of Production/Construction Workers as of 15 November 2021 (Not Applicable)

11. Total Hours Worked by Production/Construction Workers in 2021 (Not Applicable)

REVENUE

12. Revenue in 2021

Revenue refers to cash received and receivables for services rendered and good sold.

Valuation: Services rendered and goods sold should be in producer price net of discounts and allowances.

Producer price is the amount receivable by the producer from the purchaser for a unit of a product (good or service produced) as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charge invoiced separately by the producer.

INCLUDE:

- ✓ Goods transferred and services rendered to other establishments belonging to the same enterprise as this establishment. This should be treated as sales and valued as if sold to a customer.
- ✓ Sale of goods to domestic market, transferred to other plants or establishments belonging to the same enterprise, directly exported and sold to exporters.

REVENUE (cont.)		
12. Revenue in 2021		
TYPE OF REVENUE	VALUE IN PESOS <i>(Omit centavos)</i>	LN NO
a. Revenue from service rendered <i>(sum of 1 and 2)</i> Specify: _____		01
1. Revenue from transactions within the country		02
2. Total revenue from transactions outside the country ⇒ Indicate the top five countries with the highest percentage share of revenue from transactions outside the country to total		03
a) _____ %		04
b) _____ %		05
c) _____ %		06
d) _____ %		07
e) _____ %		08
Total _____ %		09
b. Real estate sales <i>Real estate sales for land, residential and non-residential buildings, memorial lots and columbarry vaults.</i>		10
c. Commissions and fees earned		11
d. Revenue from renting and leasing services of real estate properties <i>(For real estate activities)</i>		12
e. Revenue from non-industrial service done for others <i>(sum of 1 to 6)</i>		13
1. Rent income from land		14
2. Rental income from building, warehouses and other structures		15
3. Rental income from machinery and transport equipment		16
4. Rental income from office equipment		17
5. Other rental income, specify: _____		18
6. Other income from non-industrial service done for others Specify: <i>(sum of a and b)</i>		19
a) _____		20
b) _____		21
f. Sale of goods <i>Revenue from goods sold in similar condition as purchased.</i>		22
g. Interest income INCLUDE: <i>Interest on finance leases; earnings on discounted bills; Interest from deposits in banks and other financial institutions; Interest/discounts on loans, deposit, financing, bonds, money market; etc.</i>		23
h. Dividend income		24

Continued on Page 8

REVENUE (cont.)**12. Revenue in 2021**

TYPE OF REVENUE	VALUE IN PESOS (Omit centavos)	LN NO
i. Royalty income <i>Income received for trademarks, copyrights and patents or secrecy.</i>		25
j. Franchise income <i>Income received for license to make, distribute or sell a product or service.</i>		26
k. Grants and donations <i>(INCLUDE: Donations from abroad)</i>		27
l. Other income <i>(sum of 1 to 3)</i>		28
1. Foreign exchange gains		29
2. Gain from sale of investment and marketable securities		30
3. Others, specify: <i>(sum of a to c)</i>		31
a) _____		32
b) _____		33
c) _____		34
m. Total Revenue <i>(sum of a to l)</i>		35

SALES FROM E-COMMERCE TRANSACTIONS**13. Sales from E-commerce Transactions in 2021**

⇒ Report sales from e-commerce transactions in 2021.

An e-commerce transaction is the sale or purchase of goods or services, whether between businesses, households, individuals, governments, and other public or private organizations, conducted over the Internet. The goods and services are ordered over the Internet, but the payment and the ultimate delivery of the good or service may be conducted on or offline.

INCLUDE: Orders received or placed on any internet application used in automated transactions, such as web pages, extranets and other applications that run over the internet such as EDI over the internet or over any other web-enabled application regardless on how the web is accessed (e.g., through a mobile phone or a TV set, etc.)

EXCLUDE: Orders received or placed by telephone, facsimile or conventional email

Sales from E-commerce Transactions in 2021	VALUE IN PESOS (Omit centavos)	LN NO
		01

SUBSIDIES**14. Subsidies Received from the Government in 2021**

⇒ Report subsidies received from the government in 2021.

Subsidies refer to special grants received from the government in the form of financial assistance to aid and develop an industry.

INCLUDE:

- | | |
|---|---|
| ✓ Price support and price discount | ✓ Tax exemption/ tax privilege/ tax deduction |
| ✓ Interest rate subsidy | ✓ Subsidies to public corporations and quasi-corporations |
| ✓ Import subsidies | ✓ Subsidies on products used domestically |
| ✓ Direct subsidies on export | ✓ Subsidies on payroll or workforce |
| ✓ Subsidies resulting from multiple exchange rate | ✓ Subsidies to reduce pollution |

Subsidies Received from the Government in 2021	VALUE IN PESOS (Omit centavos)	LN NO
		01

EXPENSE**15. Expense in 2021**

Expense refers to cost incurred by this establishment during the year whether paid or payable.

Valuation: Goods and services should be in **purchaser price**.

Purchaser price is the amount paid by the purchaser, excluding any VAT or similar deductible tax, in order to take delivery of a unit of a good or service. It includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

INCLUDE:

- ✓ Goods received from and services rendered by other establishments belonging to the same enterprise as this establishment. These should be valued as though purchased.

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
a. Total Compensation (sum of 1 to 3)		01
1. Gross salaries and wages <i>Refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.</i>		02
2. Separation/retirement/terminal pay, gratuities, etc.		03
3. Total employer's contribution to SSS/GSIS, ECC, etc. <i>(INCLUDE: Employer's contribution paid by this establishment to SSS/GSIS, Employees Compensation Commission (ECC), PhilHealth, PAG-IBIG, etc.)</i>		04
4. Compensation for R&D personnel ⇒ Indicate in the box the total compensation for R&D personnel. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">PhP _____</div>		05
b. Real estate sold (<i>For real estate activities, sum of 1 and 2 less 3</i>)		06
1. Real estate for sale inventories, beginning		07
2. Real estate purchased for sale		08
3. Real estate for sale inventories, ending		09
c. Materials and supplies <i>(INCLUDE: Office supplies; wrapping and packing materials; small tools and materials for repairs and maintenance; nondurable tools; working clothes; food ingredients, and other supplies.)</i>		10
d. Electricity		11
e. Water		12
f. Fuels, lubricants, oils and greases		13
g. Industrial service done by others (sum of 1 and 2)		14
1. Contract and commission work done by others		15
2. Repairs, maintenance and installation work done by others		16

Continued on Page 10

EXPENSE (cont.)**15. Expense in 2021**

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
h. Non-industrial service done by others <i>(sum of 1 to 9)</i>		17
1. Rent expense for land		18
2. Rental expense for buildings, warehouses and other structures		19
3. Rental expense for machinery and transport equipment		20
4. Rental expense for office equipment		21
5. Other rental expense, specify: _____		22
6. Communication expense		23
7. Insurance expense		24
8. Transport service expense <i>(INCLUDE: Stevedoring, forwarding and freight charges.)</i>		25
9. Other expenses for non-industrial service done by others <i>(INCLUDE: Transportation and representation expense; bank charges; professional, business and other service fees; advertising and promotional expense; management fee; janitorial, security and messengerial service fee; etc.)</i>		26
i. Cost of goods sold <i>(sum of 1 and 2 less 3)</i>		27
1. Goods for resale inventories, beginning		28
2. Goods purchased for resale <i>Acquisition cost of goods purchased for resale without transformation or processing.</i>		29
3. Goods for resale inventories, ending		30
j. Interest expense <i>Interest paid for loans obtained from banks and other financial institutions.</i>		31
k. Taxes on products and other taxes on production <i>(sum of 1 and 2)</i>		32
1. Taxes on products <i>Taxes paid on products by the producer or by the purchaser of the product. (INCLUDE: Import tax, excise tax, value added tax, sales tax, gross receipts tax, etc.)</i>		33
2. Other taxes on production <i>Taxes paid by the producer due to production. (INCLUDE: Business licenses, real estate tax, road tax, environmental tax, etc. EXCLUDE: Income tax)</i>		34

Continued on Page 11

EXPENSE (cont.)**15. Expense in 2021**

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
l. Research and development (R&D) expense <i>Amount spent on any systematic, scientific and creative work undertaken to increase the stock of knowledge and the use of this knowledge to create new or improved products, processes, services, and other applications. (EXCLUDE: Market research, testing analysis for quality control, minor alterations to existing products, legal and administrative work in connection with patent applications; R&D capitalized.)</i>		35
m. Environmental protection expense <i>Amount spent for the prevention, reduction and elimination of pollution as well as any degradation of the environment such as environmental protection services like wastewater treatment, reforestation, etc.</i>		36
n. Royalty fee <i>Expense for trademarks, copyrights, patents or secrecy.</i>		37
o. Franchise fee <i>Expense made for license to make, distribute or sell a product or service.</i>		38
p. Payouts <i>Amount expended as prize in gambling and betting operations.</i>		39
q. Depreciation <i>Depreciation for the year 2021</i>		40
r. Amortization expense for intangible assets <i>Amortization for the year 2021</i>		41
s. Other expenses (sum of 1 to 5)		42
1. Foreign exchange losses		43
2. Charitable donations and grants		44
3. Bad and doubtful debts <i>Report net of bad debts recovered.</i>		45
4. Loss from sale of investment assets and marketable securities		46
5. Others, specify: (sum of a to c)		47
a) _____		48
b) _____		49
c) _____		50
t. Total Expense (sum of a to s)		51

Continued on Page 12

CAPITAL EXPENDITURES AND BOOK VALUE OF TANGIBLE FIXED ASSETS, INCLUDING LOSSES AND DAMAGES

16. Capital Expenditures, Sale and Book Value of Tangible Fixed Assets, Including Losses and Damages in 2021

Tangible Fixed Assets refer to physical assets (tangible) acquired and for use of this establishment and expected to have a productive life of more than one year. These include land; buildings, other structures and land improvements; transport equipment; machinery and equipment; sub-soil assets; and other fixed assets.

INCLUDE:

- ✓ Tangible fixed assets received from other establishments belonging to the same enterprise as this establishment should be valued as though purchased.
- ✓ Delivery charges and installation cost, taxes and other necessary fees (import duties, registration fees, etc.).

EXCLUDE:

- * Financing cost

Capital expenditures for tangible fixed assets refer to the full value of fixed assets **acquired in 2021** whether or not full payments have been made.

Sale of tangible fixed assets refer to the actual amount received/realized (**not book value**) from the sale of fixed assets during the year including the value of fixed assets transferred to other establishments of the same enterprise.

Losses and damages refer to the decrease in the book value of tangible fixed assets due to theft, major catastrophe, and other accidental destructions.

Book value refers to the initial or acquisition cost of tangible fixed assets **less** accumulated depreciation charges. Also include in Book Value as of 31 December the capital expenditures for the corresponding tangible fixed assets.

TYPE OF TANGIBLE FIXED ASSETS	VALUE IN PESOS (Omit centavos)					LN NO
	CAPITAL EXPENDITURES FOR TANGIBLE FIXED ASSETS		SALE OF TANGIBLE FIXED ASSETS	LOSSES AND DAMAGES	BOOK VALUE as of 31 December 2021	
	TOTAL	PERCENT Directly Imported				
	(1)	(2)	(3)	(4)	(5)	
a. Land						01
b. Buildings, other structures and land improvements (<i>INCLUDE: Leasehold improvement; major repair; renovations and additions.</i>)						02
c. Transport equipment (<i>INCLUDE: Aircrafts; ships/vessels; trains; buses; cars; trucks; and other transport equipment.</i>)						03
d. Machinery and equipment (<i>sum of 1 to 4</i>)						04
1. ICT machinery and equipment (<i>INCLUDE: Computer and peripherals; telecommunications equipment and apparatus.</i>)						05
2. Specialized industrial machinery (<i>INCLUDE: Hospital equipment; aircraft launching gear; aircraft carrier catapults; bookbinding machinery and others.</i>)						06
3. General industrial machinery and equipment (<i>INCLUDE: Air-conditioning and refrigeration equipment; pumps and compressor; power generating equipment; electronic machinery and equipment other than telecommunications.</i>)						07
4. Other machinery and equipment (<i>INCLUDE: Amusement park equipment; professional and scientific and controlling instruments; photographic equipment and optical goods and others.</i>)						08
e. Valuables (<i>INCLUDE: Precious stones and metals; paintings; sculptures; antiques; etc.</i>)						09
f. Other tangible fixed assets (<i>INCLUDE: Furniture and fixtures and other fixed asset not specified above.</i>)						10
g. Total (<i>sum of a to f</i>)						11

Continued on Page 13

CAPITAL EXPENDITURES FOR ALL TANGIBLE FIXED ASSETS BY MODE OF ACQUISITION

17. Capital Expenditures for All Tangible Fixed Assets by Mode of Acquisition in 2021

⇒ Report the full value of all tangible fixed assets **acquired in 2021** by mode of acquisition. Total in this item should be equal to the **Total** reported in Item 16 column 1.

New tangible fixed assets refer to brand new tangible fixed assets acquired during the year, including directly/newly imported tangible fixed assets. **Directly/newly imported tangible fixed assets** are considered new whether or not they were used before they were imported.

Major alterations and improvements on tangible fixed assets are done to increase the performance or capacity of existing tangible fixed assets or to significantly extend their expected service lives.

Used tangible fixed assets refer to those that have been previously used within the country.

Tangible fixed assets produced on own account refer to the physical assets produced by the establishment for its own use. It should be valued as the cost of all work put in place including overhead cost.

MODE OF ACQUISITION	VALUE IN PESOS (Omit centavos)	LN NO
a. New tangible fixed assets		01
b. Major alteration and improvements on tangible fixed assets		02
c. Land and used tangible fixed assets		03
d. Tangible fixed assets produced on own account		04
e. Total (sum of a to d)		05

CAPITAL EXPENDITURES AND BOOK VALUE OF INTANGIBLE ASSETS

18. Capital Expenditures and Book Value of Intangible Assets in 2021

⇒ Report the full value of all intangible fixed assets **acquired in 2021** and **book value as of 31 December 2021**.

Intangible assets are non-financial produced fixed assets that mainly consist of mineral exploration, computer software, entertainment, literary or artistic originals intended to be used for more than one year.

TYPE OF INTANGIBLE ASSETS	VALUE IN PESOS (Omit centavos)		LN NO
	CAPITAL EXPENDITURES (1)	BOOK VALUE as of 31 December 2021 (2)	
a. Intangible non-produced assets (<i>INCLUDE: Purchased goodwill, patents, trademarks, franchises, licenses, processes, and copyrights, leases and other transferable contract.</i>)			01
b. Computer software and databases (<i>INCLUDE: Computer programs, systems and applications software purchased, computer software developed in-house, computer databases purchased, and computer databases developed in-house.</i>)			02
c. Entertainment, literary and artistic originals (<i>INCLUDE: Original films, sound recordings, manuscripts, tapes, models, etc., on which drama performances, radio and television programming, musical performances, sporting events, literary and artistic output, etc., are recorded.</i>)			03
d. Research and development			04
e. Other intangible assets			05
f. Total (sum of a to e)			06

TOTAL ASSETS**19. Total Assets as of 31 December 2021**

⇒ Report the total assets of this establishment as of 31 December 2021.

Total assets are resources including land owned and/or controlled by the establishment as a result of past transactions and events from which future economic benefits are expected to flow to the establishment.

Total Assets as of 31 December 2021	VALUE IN PESOS (Omit Centavos)	LN NO

CAPACITY UTILIZATION**20. Average Capacity Utilization Rate of this Establishment in 2021 (Not Applicable)****INVENTORIES****21. Inventories in 2021**

Inventories refer to stocks of goods owned by or under the control of the establishment as of a fixed date, regardless of where the stocks are located.

Goods for resale, stocks of materials, fuels and supplies should be valued at current replacement cost in purchaser prices at the indicated dates.

Replacement cost is the cost of an item in terms of its present price rather than its original price.

TYPE OF INVENTORIES	VALUE IN PESOS (Omit centavos)		
	As of 1 January 2021	As of 31 December 2021	LN NO
	(1)	(2)	
a. Materials and supplies			01
b. Fuels, lubricants, oils and greases			02
c. Goods for resale			03
d. Real estate for sale			04
e. Others, <i>specify:</i> _____			05
f. Total (sum of a to e)			06

BRANCHES AND PLANTS OWNED OR CONTROLLED**22. Branches and Plants Owned or Controlled (for Main Office)**

⇒ Indicate the total number of branches and plants owned or controlled by this establishment.

Total Number of Branches/Plants in the Philippines

BRANCHES AND PLANTS OWNED OR CONTROLLED (cont.)

22. Branches and Plants Owned or Controlled (for Main Office) cont.

⇒ For each branch, plant, or other establishment that this establishment owns or controls, indicate the name, address, main economic activity, total employment as of 15 November 2021 and year started operation.

	NAME OF BRANCH/PLANT	COMPLETE ADDRESS (1)	MAIN ECONOMIC ACTIVITY (2)	TOTAL EMPLOYMENT as of 15 November 2021 (3)	YEAR STARTED OPERATION (4)
1					
2					
3					
4					
5					

⇒ Please use additional sheets, if necessary.

23. Evaluation of this Questionnaire

	LN NO
⇒ Mark (✓) the appropriate box. If applicable, indicate your response in the space provided.	
a. How much time was devoted to complete this questionnaire? 1 <input type="checkbox"/> less than 3 days 2 <input type="checkbox"/> 4 to 5 days 3 <input type="checkbox"/> 6 to 10 days 4 <input type="checkbox"/> more than 10 days	01
b. Did you use the previous answers as reference to complete this current questionnaire? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	02
c. Were all the information needed to complete this questionnaire easy at hand? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	03
d. How many persons accomplished this questionnaire? 1 <input type="checkbox"/> 1 personnel 2 <input type="checkbox"/> 2 personnel 3 <input type="checkbox"/> more than 2 personnel	04
e. On average, how many years have you been working in this establishment? 1 <input type="checkbox"/> less than 5 years 2 <input type="checkbox"/> 6 to 10 years 3 <input type="checkbox"/> 10 to 15 years 4 <input type="checkbox"/> more than 15 years	05
f. Did you use the ASPBI online questionnaire, which can be accessed in https://aspbi.psa.gov.ph , to respond to the survey? 1 <input type="checkbox"/> Yes → (Stop here.) 2 <input type="checkbox"/> No → (Proceed to g.)	06
g. If no, please indicate your reason/s why you do not use the online questionnaire. _____ _____	07

24. Remarks

⇒ Indicate any remarks that will help PSA understand the report.

25. Certification

I hereby certify that this report for the period _____ to _____ has been completed accurately.

Name _____ Signature _____

Title/Designation _____ Date _____

26. Contact Person

Person to be contacted for queries regarding this form:

Name _____ Address _____

Title/Designation _____

Tel. No. _____ Fax. No. _____ E-mail Address _____

THANK YOU FOR ACCOMPLISHING THIS FORM!

27. Processing Information: Do Not Fill (For PSA Use Only)

Activity	Name	Signature	Number of Items with Errors	Date
Field Office				
Distributed by:				/ /
Collected by:				/ /
Field Edited by:				/ /
Manually Processed by:				/ /
Machine Processed by:				/ /
Central Office				
Validated by:				/ /
				/ /