

GENERAL INSTRUCTIONS

- ⇒ Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.
- ⇒ Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item.
- ⇒ Include only Philippine-based activities, including imports and exports, of this establishment.
- ⇒ Mark (✓) only one box, unless instructed otherwise.

GENERAL INFORMATION ABOUT THIS ESTABLISHMENT**1. Business and Registered Name in 2014, Business Address, Company Website and Establishment Tax Identification Number (TIN)****A. Business Name:** _____**B. Registered Name:** _____**C. Business Address:** _____

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

D. Company Website: _____**E. Establishment TIN:** _____**2. Economic Activity or Business in 2014**

- ⇒ Describe in detail the main and other activities of this establishment.

A. Main 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						

LN
NO

01

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

02

B. Secondary/Other Activities *(Refer to activities carried out by this establishment in addition to the main activity and in which the output, like that of the main activity, must be suitable for delivery outside this establishment.)*

Do Not Fill (For PSA Use Only)						
2009 PSIC						

03

3. Year Started Operation

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

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4. Legal Organization in 2014

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

1 ☐ Single Proprietorship5 ☐ Non-stock, Non-profit Corporation2 ☐ Partnership6 ☐ Cooperative3 ☐ Government Corporation7 ☐ Others, *specify:* _____4 ☐ Stock Corporation

GENERAL INFORMATION ABOUT THIS ESTABLISHMENT (cont.)**5. Economic Organization in 2014**

⇒ 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
⇒ Provide details of branches in Item 21.
- 4 ☐ Main Office only
⇒ Provide details of branches in Item 21.
- 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 December 31, 2014

⇒ 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 Malaysian _____% |
| 2 American _____% | 6 German _____% | 10 Singaporean _____% |
| 3 Australian _____% | 7 Japanese _____% | 11 Taiwanese _____% |
| 4 British _____% | 8 Korean _____% | 12 Others, specify: _____% |

EMPLOYMENT**7. Employment as of November 15, 2014**

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
- ✓ 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
- * Workers not in the payroll of this establishment

EMPLOYMENT (cont.)**7. Employment as of November 15, 2014**

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

RESEARCH AND DEVELOPMENT (R&D) PERSONNEL**8. R&D Personnel as of November 15, 2014**

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.

	Male (1)	Female (2)	Total (3)	LN NO
R&D Personnel				01

PRODUCTION WORKERS AND HOURS WORKED**9. Number of Production Workers as of November 15, 2014**

Production workers are workers directly engaged in the production process.

INCLUDE:

- ✓ Working foremen

EXCLUDE:

- * Apprentices and other learners receiving regular pay/not directly engaged in production process
- * Managers, executives, administrative and technical personnel above foremen level
- * Accounting and personnel staff
- * Unpaid production workers

	Male (1)	Female (2)	Total (3)	LN NO
Production Workers				01

10. Total Hours Worked in 2014

Number of hours worked by production workers refers to the number of hours actually spent by production workers at work for the whole year of 2014.

INCLUDE:

- ✓ Waiting time and overtime

EXCLUDE:

- * Time spent for paid sick leave and paid vacation leave

	Male (1)	Female (2)	Total (3)	LN NO
Hours Worked				01

Continued on Page 5

INCOME AND EXPENSE ACCOUNT		
11. Income in 2014		
TYPE OF INCOME	VALUE IN PESOS <i>(Omit centavos)</i>	LN NO
a. Sale of products/by-products <i>(sum of 1 to 4)</i>		01
1. Sales to domestic market <i>(Sale of products/by-products of this establishment to another establishment including, producer, wholesaler and retailer, of a different enterprise.)</i>		02
2. Interplant transfers <i>(Shipment of products produced to other domestic plants or establishments belonging to the same enterprise as this establishment. These should be valued as though sold.)</i>		03
3. Direct exports <i>(Products produced and shipped directly outside the country by this establishment.)</i>		04
4. Sales to exporters <i>(Sale of products/by-products locally to exporters by this establishment.)</i>		05
b. Sale of goods <i>(Income from goods sold in similar condition as purchased.)</i>		06
c. Income from industrial service done for others <i>(sum of 1 and 2)</i>		07
1. Contract and commission work done for others <i>(Income from outsourcing activities done on materials owned and controlled by another establishment.)</i>		08
2. Industrial repair, maintenance and installation work		09
d. Income from non-industrial service done for others <i>(sum of 1 to 6)</i>		10
1. Rent income from land		11
2. Rental income from buildings, warehouses and other structures		12
3. Rental income from machinery and transport equipment		13
4. Rental income from office equipment		14
5. Other rental income, specify: _____		15
6. Other non-industrial service done for others <i>(sum of a and b)</i> Specify:		16
a.) _____		17
b.) _____		18
e. Interest income <i>(INCLUDE: Interest on finance leases; earnings on discounted bills; interest from deposits in banks and other financial institutions; interest/discounts on loans, deposits, financing, bonds, money market; etc.)</i>		19
f. Dividend income		20
g. Commissions and fees earned		21
h. Royalty income <i>(Income received for trademarks, patents or secrecy and concessions.)</i>		22
i. Franchise income <i>(Income received to distribute or sell a product or service.)</i>		23
j. Delivery charges separately invoiced to customers		24

INCOME AND EXPENSE ACCOUNT (cont.)**11. Income in 2014**

TYPE OF INCOME	VALUE IN PESOS (Omit centavos)	LN NO
k. Other income (sum of 1 to 5)		25
1. Foreign exchange gains		26
2. Gain from sale of assets		27
3. Gain resulting from the change in the fair value of assets, inventories		28
4. Gain from sale of investment assets and marketable securities		29
5. Others (sum of a to c) Specify:		30
a) _____		31
b) _____		32
c) _____		33
l. Total Income (sum of a to k)		34

12. Subsidies Received from the Government in 2014

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

INCLUDE:

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

VALUE IN PESOS
(Omit centavos)

LN
NO

01

13. Expense in 2014

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
a. Cost of products/by products sold and contract and commission work done for others (sum of 1 to 4 less 5)		01
1. Raw materials used (sum of a and b less c) (INCLUDE: Raw materials and fuels that enter into the product.)		02
a) Raw materials inventories, beginning		03
b) Raw materials purchased		04
c) Raw materials inventories, ending		05
2. Direct and indirect labor in production (sum of a to c)		06
a) Gross salaries and wages and other benefits (Refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.)		07
b) Separation, retirement/terminal pay and gratuities, etc.		08
c) Total employer's contribution to SSS/GSIS, ECC, etc. (INCLUDE: Employer's contribution paid by this establishment to SSS/GSIS, Employees Compensation Commission (ECC), PhilHealth, PAG-IBIG, etc.)		09

Continued on Page 7

INCOME AND EXPENSE ACCOUNT (cont.)

13. Expense in 2014

TYPE OF EXPENSE	VALUE IN PESOS <i>(Omit centavos)</i>	LN NO
3. Overhead expense <i>(sum of a to l)</i>		10
a) Materials and supplies <i>(INCLUDE: Blasting materials, containers, packing materials and other plant supplies.)</i>		11
b) Fuels, lubricants, oils and greases		12
c) Electricity		13
d) Water		14
e) Industrial service done by others <i>(sum of 1 and 2)</i>		15
1) Contract and commission work done by others		16
2) Industrial repair, maintenance and installation work done by others		17
f) Non-industrial service done by others <i>(sum of 1 to 6)</i>		18
1) Rent expense for land		19
2) Rental expense for buildings, warehouses and other structures		20
3) Rental expense for machinery and transport equipment		21
4) Rental expense for office equipment		22
5) Other rental expense, specify: _____		23
6) Other non-industrial service done by others with respect to production <i>(INCLUDE: Stevedoring, forwarding and freight charges; storage and warehousing fees; janitorial, security and messengerial service fee; etc.)</i>		24
g) Taxes on products and other taxes on production <i>(sum of 1 and 2)</i>		25
1) Taxes on products <i>(Taxes paid on products by producer or by the purchaser of the product. INCLUDE: Import tax, export tax, excise tax, value added tax, sales tax, gross receipts tax, etc.)</i>		26
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>		27
h) Royalty fee <i>(Expense for trademarks, copyrights, patents or secrecy; and concessions or leases of subsoil assets)</i>		28
i) Franchise fee <i>(Expense made for license to make, distribute or sell a product or service)</i>		29
j) Depreciation for machineries and equipment used in production		30
k) Amortization for intangible assets used in production		31
l) Other overhead cost, specify: _____		32
4. Finished products and work-in-progress inventories, beginning		33
5. Finished products and work-in-progress inventories, ending		34

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INCOME AND EXPENSE ACCOUNT (cont.)**13. Expense in 2014**

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
b. Cost of goods sold <i>(sum of 1 and 2 less 3)</i>		35
1. Goods for resale inventories, beginning		36
2. Goods purchased for resale <i>(Acquisition cost of goods purchased for resale without transformation or processing.)</i>		37
3. Goods for resale inventories, ending		38
c. Interest expense <i>(Interest paid for loans obtained from banks and other financial institutions.)</i>		39
d. General administrative and other operating expenses <i>(sum of 1 to 15)</i>		40
1. Indirect labor <i>(sum of a to c)</i>		41
a) Gross salaries and wages and other benefits		42
b) Separation, retirement/terminal pay and gratuities, etc.		43
c) Total employer's contribution to SSS/GSIS, ECC, etc.		44
2. Other materials and supplies <i>(INCLUDE: Office supplies, non-durable tools, working clothes and other supplies)</i>		45
3. Other fuels, lubricants, oils and greases		46
4. Electricity		47
5. Water		48
6. Industrial service done by others <i>(sum of a and b)</i>		49
a) Contract and commission work done by others		50
b) Industrial repair, maintenance and installation work		51
7. Non-industrial service done by others <i>(sum of a to i)</i>		52
a) Rent expense for land		53
b) Rental expense for buildings, warehouses and other structures		54
c) Rental expense for machinery and transport equipment		55
d) Rental expense for office equipment		56
e) Other rental expense, specify: _____		57
f) Communication expense		58
g) Insurance expense		59
h) Transport service expense <i>(INCLUDE: Stevedoring, forwarding and freight charges.)</i>		60
i) Other non- industrial service done by others <i>(INCLUDE: Transportation and representation expense; bank charges; professional, business and other service fees; storage and warehousing fees; advertising and promotional expenses; management fee; janitorial, security and messengerial service fee etc.)</i>		61

Continued on Page 9

INCOME AND EXPENSE ACCOUNT (cont.)

13. Expense in 2014

TYPE OF EXPENSE	VALUE IN PESOS <i>(Omit centavos)</i>	LN NO
8. Other taxes and licenses		62
9. Royalty fee		63
10. Franchise fee		64
11. 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: R&D capitalized.)</i>		65
12. 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>		66
13. Other depreciation expense		67
14. Other amortization expense		68
15. Other expense <i>(sum of a to g)</i>		69
a) Foreign exchange losses		70
b) Charitable donations and grants		71
c) Bad and doubtful debts <i>(Report net of bad debts recovered.)</i>		72
d) Loss from sale of assets		73
e) Loss resulting from the change in the fair value of assets, inventories		74
f) Loss from sale of investment assets and marketable securities		75
g) Others <i>(sum of 1 to 3)</i> Specify:		76
1) _____		77
2) _____		78
3) _____		79
e. Total Expense <i>(sum of a to d)</i>		80

E-COMMERCE	PERCENT TO TOTAL INCOME	LN NO
14. Sales from E-commerce Transactions in 2014 <i>E-commerce refers to the selling of products or services over electronic systems such as the Internet Protocol-based networks and other computer networks, Electronic Data Interchange (EDI) network, or other on-line system.</i> EXCLUDE: Orders received via telephone, facsimile or e-mails	_____%	01

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

15. Capital Expenditures, Sale and Book Value of Tangible Fixed Assets, Including Losses and Damages in 2014

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, 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 costs, 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 2014 whether or not full payments have been made.

Sale of tangible fixed assets refers 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 December 31 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 DECEMBER 31, 2014	
	TOTAL	PERCENT Directly Imported				
	(1)	(2)	(3)	(4)	(5)	
a. Land						01
b. Buildings, other structures and land improvements (<i>INCLUDE: Leasehold improvements, major repairs, 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 (sum of 1 to 4)						04
1. ICT machinery and equipment (<i>INCLUDE: Computer and peripherals, telecommunications equipment and apparatus.</i>)						05
2. Specialized industrial machineries (<i>INCLUDE: Metal working machineries; mining machineries; textile machineries; sawmill machineries; sugar mill machineries; and other special industrial machineries.</i>)						06
3. General industrial machinery and equipment (<i>INCLUDE: Air-conditioning and refrigeration equipment; pumps and compressor; power generating equipment; other electronic machinery and equipment other than telecommunications.</i>)						07
4. Other machinery and equipment (<i>INCLUDE: Professional scientific and controlling instruments; photographic equipment and optical goods; and others.</i>)						08
e. Sub-soil assets - for Mining establishments only (<i>INCLUDE: Coal, oil and natural gas reserves; and metallic/non-metallic reserves.</i>)						09
f. Valuables (<i>INCLUDE: Precious stones and metals, paintings, sculptures, antiques, etc.</i>)						10
g. Other tangible fixed assets (<i>INCLUDE: Furniture and fixtures and other fixed asset not specified above.</i>)						11
h. Total (sum of a to g)						12

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CAPITAL EXPENDITURES FOR ALL TANGIBLE FIXED ASSETS BY MODE OF ACQUISITION

16. Capital Expenditures for All Tangible Fixed Assets by Mode of Acquisition in 2014

⇒ Report the full value of all tangible fixed assets **acquired in 2014** by mode of acquisition. Total in this item should be equal to the **Total** reported in Item 15 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 alterations 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 FOR INTANGIBLE ASSETS

17. Capital Expenditures and Book Value for Intangible Assets in 2014

⇒ Report the full value of all intangible fixed assets **acquired in 2014** and **book value as of December 31, 2014**.

TYPE OF INTANGIBLE ASSETS	VALUE IN PESOS (Omit centavos)		LN NO
	CAPITAL EXPENDITURES (1)	BOOK VALUE AS OF DECEMBER 31, 2014 (2)	
a. Intangible non-produced assets (INCLUDE: Purchased goodwill; patents, trademarks; franchises; licenses; processes; and copyrights; concessions; leases and other transferable contract.)			01
b. Computer software and databases (INCLUDE: Computer programs; systems and applications software purchased; computer software developed in-house; computer databases purchased; and computer databases developed in-house.)			02
c. Mineral exploration and evaluation (Expenditures on exploration for petroleum and natural gas and for non-petroleum deposits and subsequent evaluation of the discoveries made.)			03
d. Entertainment, literary and artistic originals (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.)			04
e. Research and development			05
f. Other intangible assets			06
g. Total (sum of a to f)			07

Continued on Page 12

TOTAL ASSETS**18. Total Assets as of December 31, 2014**

⇒ Report the total assets of this establishment as of December 31, 2014

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 enterprise.

VALUE IN PESOS
(Omit centavos)

LN
NO

01

CAPACITY UTILIZATION**19. Average Capacity Utilization Rate of this Establishment in 2014**

Capacity utilization is the ratio of total output to the maximum rated capacity of this establishment.

⇒ Mark (✓) the appropriate box corresponding to the capacity utilization of this establishment in 2014.

1 ☐ Below 50%

3 ☐ 60% - 69%

5 ☐ 80% - 89%

2 ☐ 50% - 59%

4 ☐ 70% - 79%

6 ☐ 90% - 100%

INVENTORIES**20. Inventories in 2014**

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.

Stocks of raw materials, fuels and supplies should be valued at current replacement cost in **purchaser prices** at the indicated dates. Finished products, work-in-progress and goods for resale should be valued at **producer prices**.

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

Finished products refer to the value of goods manufactured by this establishment that are ready for sale/shipment.

Work-in-progress refers to value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishments without further processing.

TYPE OF INVENTORIES	VALUE IN PESOS (Omit centavos)		LN NO
	As of January 1, 2014 (1)	As of December 31, 2014 (2)	
a. Finished products			01
b. Work-in-progress			02
c. Raw materials			03
d. Other materials and supplies (INCLUDE: Blasting materials, containers, packing materials, plant supplies, office supplies, non-durable tools and spare parts, working clothes, etc.)			04
e. Fuel, lubricants, oils and greases			05
f. Goods for resale			06
g. Others, specify: _____			07
h. Total (sum of a to g)			08

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21. Branches, Divisions, Plants Owned or Controlled (for Main Office)

⇒ List name, address, main economic activity, total employment as of November 15, 2014 and year started operation of branches, divisions, plants, or other establishments that this establishment owns or controls.

	NAME OF BRANCH/DIVISION/ PLANT	ADDRESS (1)	MAIN ECONOMIC ACTIVITY (2)	TOTAL EMPLOY- MENT as of Novem- ber 15, 2014 (3)	YEAR STARTED OPERA- TION (4)	Do Not Fill (For PSA Use Only) PROV/MUN/BGY ECN (5)		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

⇒ Please use additional sheets, if necessary.

22. Remarks

⇒

23. Certification

I hereby certify that this report for the period _____ to _____ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name _____

Signature _____

Title/Designation _____

Date _____

24. 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!

25. 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				/ /
				/ /