

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 its 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 THE 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
(both located in the same address and with branches elsewhere)
⇒ 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											

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

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: researcher, technicians and other personnel involved in R&D.

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

PRODUCTION/CONSTRUCTION WORKERS AND HOURS WORKED**9. Number of Production/Construction Workers as of November 15, 2014 (Not Applicable)****10. Total Hours Worked by Production/Construction Workers in 2014 (Not Applicable)**

INCOME AND EXPENSE ACCOUNT**11. Income in 2014**

TYPE OF INCOME	VALUE IN PESOS (Omit centavos)	LN NO
a. Interest income		01
b. Net insurance premiums earned <i>(Gross earned premiums on insurance contracts less reinsurers' share of gross earned premiums on insurance contracts.)</i>		02
c. Commissions and fees earned <i>(INCLUDE: Service fees.)</i>		03
d. Dividend income		04
e. Management income		05
f. Foreign exchange gains		06
g. Income from non-industrial service done for others <i>(sum of 1 to 8)</i>		07
1. Rent income from land		08
2. Rental income from buildings warehouses and other structures		09
3. Rental income from machinery and transport equipment		10
4. Rental income from office equipment		11
5. Other rental income, <i>specify:</i> _____		12
6. Underwriting income other than net premiums earned <i>(INCLUDE: Investment income, decrease in legal policy reserves, etc.)</i>		13
7. Gain from sale of bonds, stocks, marketable securities and other financial assets		14
8. Other non-industrial service done for others <i>(sum of a and b)</i> <i>Specify:</i>		15
a) _____		16
b) _____		17
h. Franchise income <i>(Income received for license to make, distribute or sell a product or service.)</i>		18
i. Other income <i>(sum of 1 and 2)</i>		19
1. Gain from sale of assets <i>(INCLUDE: Auctioned items and acquired/foreclosed fixed assets.)</i>		20
2. Others, <i>specify:</i> <i>(sum of a to c)</i>		21
a) _____		22
b) _____		23
c) _____		24
j. Total Income <i>(sum of a to i)</i>		25

Continued on Page 6

INCOME AND EXPENSE ACCOUNT (cont.)**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 | ✓ Subsidies to public corporations and quasi-corporations |
| ✓ Interest rate subsidy | ✓ Subsidies on products used domestically |
| ✓ Import subsidies | ✓ Subsidies on payroll or workforce |
| ✓ Direct subsidies on export | ✓ Subsidies to reduce pollution |
| ✓ Subsidies resulting from multiple exchange rate | |

VALUE IN PESOS
(Omit centavos)

LN
NO

01

13. Expense in 2014

TYPE OF EXPENSE

VALUE IN PESOS
(Omit centavos)

LN
NO

a. Total Compensation (sum of 1 to 3)

01

1. Gross salaries and wages

(Refers to payments in cash or in kind prior to any deductions for employer's contribution to SSS/GSIS, withholding tax, etc.)

02

2. Separation/retirement/terminal pay, gratuities, etc.

03

3. Total employers' 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.)

04

b. Interest expense

(Interest paid for loans obtained from banks and other financial institutions.)

05

c. Net insurance benefits and claims

06

d. Commission expense

07

e. Management fee

08

f. Finance charges

(INCLUDE: Banking fees or charges, etc.)

09

g. Foreign exchange losses

10

h. Materials and supplies

11

i. Fuels, lubricants, oils and greases

12

j. Electricity

13

k. Water

14

l. Industrial repairs, maintenance and installation work done by others

15

m. Non-industrial service done by others (sum of 1 to 9)

16

1. Rent expense from land

17

2. Rental expense from buildings, warehouses and other structures

18

3. Rental expense from machinery and transport equipment

19

4. Rental expense from office equipment

20

5. Other rental expense, **specify:** _____

21

6. Transport service expense

(INCLUDE: Stevedoring, forwarding and freight charges.)

22

7. Communication expense

23

8. Insurance expense

24

9. Other non-industrial service done by others

(INCLUDE: Transportation and representation expense; professional, business and other service fees; storage and warehousing fees; advertising and promotional expense; janitorial, security and messengerial service fees; etc.)

25

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INCOME AND EXPENSE ACCOUNT (cont.)		
13. Expense in 2014		
TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
n. Taxes on products and other taxes on production (sum of 1 and 2)		26
1. Taxes on products (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.)		27
2. Other taxes on production (Taxes paid by the producer due to production. INCLUDE: Business licenses, real estate tax, road tax, and environmental tax, etc. EXCLUDE: Income tax.)		28
o. Research and development (R&D) expense (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.)		29
p. Environmental protection expense (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.)		30
q. Royalty fee (Expense for trademarks, copyrights, patents or secrecy.)		31
r. Franchise fee (Expense made for license to make, distribute or sell a product or service.)		32
s. Depreciation		33
t. Amortization		34
u. Other expense (sum of 1 to 6)		35
1. Charitable donations and grants		36
2. Underwriting expense other than net insurance benefits paid (INCLUDE: Decrease in legal policy reserve, etc.)		37
3. Bad and doubtful debts (Report net of bad debts recovered.)		38
4. Loss from sale of assets (INCLUDE: Auctioned/acquired/foreclosed items, etc.)		39
5. Loss from sale of bonds, stocks, marketable securities and other financial assets		40
6. Others (sum of a to c) Specify:		41
a) _____		42
b) _____		43
c) _____		44
v. Total Expense (sum of a to u)		45
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 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 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 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 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 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 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 machineries (<i>INCLUDE: Bookbinding machinery, machine-tools, domestic electric appliances, and others.</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 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

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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 previous 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 **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; copyrights; concessions; leases and other transferable contracts.)			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. 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.)			03
d. Research and development			04
e. Other intangible assets			05
f. Total (sum of a to e)			06

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TOTAL ASSETS	VALUE IN PESOS (Omit centavos)	LN NO
18. Total Assets as of December 31, 2014 ⇨ Report the total assets of this establishment as of December 31, 2014. <i>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.</i>		01

CAPACITY UTILIZATION

19. Average Capacity Utilization Rate of this Establishment in 2014 (Not applicable)

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.

Valuation should be at current replacement cost in purchaser's price at the indicated dates.

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

TYPE OF INVENTORIES	VALUE IN PESOS (Omit centavos)		LN NO
	As of January 1, 2014 (1)	As of December 31, 2014 (2)	
a. Materials and supplies			01
b. Fuels, lubricants, oils and greases			02
c. Others, <i>specify:</i> _____			03
d. Total (sum of a to c)			04

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								

⇨ 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				/ /
				/ /