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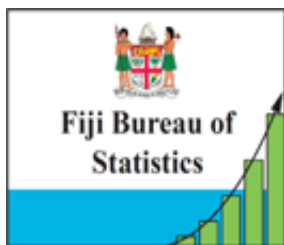
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ECONOMIC SURVEYS

REAL ESTATE ACTIVITIES

2020

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PREFACE AND ACKNOWLEDGEMENTS

The report provides information on the Real Estate industry in 2020. The information was gathered from establishments engaged in the Real Estate business. These activities includes those acting as lessors, agents and/or brokers in one or more of the following: selling or buying Real Estate, renting Real Estate, providing other Real Estate services such as appraising Real Estate or acting as Real Estate escrow agents however it excludes information on real estate activities in the informal sector.

The important numbers presented are the macroeconomic aggregates such as Gross Output, Intermediate Consumption, Value Added, Compensation of Employees, Consumption of Fixed Capital and Operating Surplus. These aggregates are combined with similar information on other industries to provide an estimate of Gross Domestic Product, which is a measure of our economy's size. Information made available in this report will allow us to work out the industry's contribution to the economy. The report also contain information that constitutes inputs to a national accounts system which basically provides a quantitative image of the whole economy.

The information on the Real Estate industry would be useful to a good number of users, for instance the;

- 1) Economist who needs to analyze supply and demand in the industry.
- 2) Planner who uses the data to forecast the economy's performance.
- 3) Investor who wishes to have a closer look at opportunities available in the Real Estate economy.

The cooperation of those businesses who supplied the information presented in this report is hereby acknowledged. The Fiji Bureau of Statistics will continue to seek their support as we need to continually provide reliable statistics for evidence based planning. The department would also like to thank the staff who were engaged in the conduct of the survey and the preparation of this report.



Maria Musudroka [Ms]
Chief Executive

NOTES

1 The interpretation of the symbols used in this report is as follows:

0 Nil return or a figure less than half the given value

2 Total values are subject to rounding errors.

3 Key to Abbreviations:

BR Business Register

CFC Consumption of Fixed Capital

COE Compensation of Employees

FBoS Fiji Bureau of Statistics

FRCS Fiji Revenue and Customs Service

FSIC Fiji Standard Industrial Classification

GDP Gross Domestic Product

GFCF Gross Fixed Capital Formation

GO Gross Output

IC Intermediate Consumption

OS Operating Surplus

SAS Statistical Analysis System

VA Value Added

4 VA in the report refers to Gross Value Added.

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1 INTRODUCTION

1.1 History of Surveys Undertaken

This report contains the results of the survey for 2020 of the Real Estate industry only (refer to 2.2 on Coverage and Scope).

A brief description of studies done on the Real Estate Activities industry is given below in chronological order.

1970: Census of Distribution and Services

This was Fiji's first ever Census of Distribution and Services to be conducted and was inclusive of the ***Real Estate Sector***. The purpose of conducting this survey was to obtain information on the wholesale, retail and the services activities taking place in Fiji, for which there was hitherto very little official information available to the public.

1984: Census of Distributive Trade and Services

Real Estate was covered under the scope of this survey. Out of a total of 391 establishments in the real estate and business services sector, 226 or 58 percent establishments responded.

2002: Census of Real Estate

The 2002 inquiry was conducted by the FBoS (National Accounts Business Unit) because of the need to re-base the constant price Gross Domestic Product to 2002.

Surveys on Real Estate activities together with business services activities up till 2002, was done on an ad hoc basis. The growth in the activities of both, Real Estate and business services necessitated that the survey from 2002 onwards be carried out annually.

1.2 Need for statistics relating to Real Estate Activities

Real Estate activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the GDP or in terms of its share of total employment and gross fixed capital formation. Statistics on Real Estate activities are therefore needed for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the Real Estate activities industry with other industries. Policy makers too require the data for formulating sound economic and social policies that augment capital formation. In addition, the establishments engaged in Real Estate activities find the data helpful.

2 METHODOLOGY

2.1 Legal Basis

The Survey was conducted under the provisions of the Statistics Act (Cap 71). This Act stipulates the completion of the questionnaire, as well as protects the confidentiality of the information submitted by the establishments.

2.2 Coverage and Scope

The 2020 survey covered all establishments operating in the Real Estate activities industry defined by the Fiji Standard Industrial Classification (FSIC) 2010 Section L. It is nevertheless possible that some small units may have been omitted due to difficulties in identifying them, but the natures of such units do not affect the overall results in any significant way.

The businesses in the Real Estate activities industry include selling or buying Real Estate, renting Real Estate, providing other Real Estate services such as appraising Real Estate or acting as Real Estate escrow agents. It includes activities carried out on own or leased property and activities done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures (refer to FSIC 2010 for more details).

Activities undertaken by Central Government (if any) fell outside the scope of this survey since they fall under the scope of General Governments Accounts.

2.3 Statistical Unit

The unit of reporting was the establishment (refer to Appendix I on Concepts and Definitions). In cases where firms operated more than one type of business, efforts were made to obtain accounts for each activity. Where this was not feasible, the firm was classified according to the type of activity that brought in the most revenue.

2.4 The Frame

The frame utilised to survey the establishments engaged in Real Estate activities in 2020 was the list of establishments maintained by the FBoS. This list is known as the Business Register (BR), which is kept updated on the basis of information supplied to the FBoS by the Fiji Revenue and Customs Service (FRCS), Registrar of Companies and the City and Town Councils. In 2020, there were 482 establishments recorded compared to 493 establishments surveyed in 2019.

2.5 Questionnaire Design

The questionnaire specifically designed for the Real Estate industry sought information on the particulars of the establishment e.g. type of organisation, income, expenditure, stocks, assets and employment (refer to Appendix III for Sample Questionnaire).

2.6 Data Collection and Survey Procedures

The questionnaires were emailed and replies were required within a month. Response was low, therefore personal visits were made to those establishments that did not respond in spite of the reminders and to those establishments that required assistance in filling out the questionnaires.

Once the questionnaires were received in the office, scrutiny and editing of data contained in them followed. Errors and omissions if found, called for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns, which were then placed in files sorted by activity and passed on for data entry. On completion of data entry, tables were run, data edited and analysed and reports written.

2.7 Data Processing

Data was processed by FBoS' Economic Statistics Division using Microsoft Excel.

2.8 Reference Period

The establishments contacted were to submit details for the calendar year 2020. Where the accounting year differed from the calendar year, establishments were asked to provide information for the accounting year that covered the major part of the calendar year 2020.

2.9 Response Rate

The survey had a response rate of 75 percent.

Establishments which operated during the whole or part of the survey reference period but became untraceable during the survey enumeration period due to closure or removal, were taken as non-respondents. To account for the operations of the non-responding establishments, data were rated-up.

2.10 Rate-up Factors

Data of non-responding establishments were calculated using rate-up factors. The rate-up factors were derived by first sorting out establishments into types or business and then grouping these establishments into 6 "number of persons engaged" size groups of 1-4; 5-9; 10-19; 20-49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of Value Added were obtained. These arithmetic means were then multiplied by number of persons engaged in each of the non-responding group to estimate their data.

The estimated figures for the non-responding units were then added to the figures of the responding units to arrive at the estimated data of the entire Real Estate Activities industry.

The Gross Fixed Capital Formation too has been estimated for non-response. Generally capital formations in small establishments, like the ones who have not responded in our inquiry, are low.

Empirically,

Let n_{ij} be the number of employees in group i of the j establishment of those surveyed and let g_{ij} be its corresponding parameter; $i = 1$ to 6 ; $j = 1$ to s , where s is all surveyed. Then estimate,

$$\hat{G}_{(i)} = \frac{\sum_{i=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{i=1}^6 \sum_{j=1}^k n_{ij}} \left(\sum_{i=1}^6 \sum_{j=1}^k n_{ij} + \sum_{i=1}^6 \sum_{j=k+1}^s n_{ij} \right)$$

where k = number responded

l = number not responded (which is $s-k$)

3 RESULTS

All data contained in this report are in Fiji Dollars and in current prices.

All tables in this report contain data inclusive of estimates for non-response; exceptions are tables 1A, 2 to 5B and 8 to 10 that contain as per survey data.

3.1 The Survey Response

Table 1A: The Survey Response

FSIC 2010		SURVEY FRAME	RETURNS RECEIVED	RESPONSE RATE %
SUB-CLASS	ACTIVITY			
68101	Real estate activities with own or leased property	429	316	74
68201	Real estate activities on a fee or contract basis	53	45	85
GRAND TOTAL		482	361	75

Table 1B: Responding Establishment Contribution

INDUSTRY	TOTAL GO OF INDUSTRY	GO OF RESPONDING ESTABLISHMENT (as per survey)	% CONTRIBUTION OF RESPONDING ESTABLISHMENT TO TOTAL GO
Real estate Activities	120,171,491	113,510,604	94

3.2 Legal Status of Establishments

Table 2: Legal Status of Establishments

FSIC 2010		INDIVIDUAL OWNERSHIP	PARTNERSHIP	CO-OPERATIVES	PRIVATE LIMITED COMPANY	PUBLIC LIMITED COMPANY	STATUTORY ENTERPRISES	NON-PROFIT ORGANISATION	TOTAL
SUB-CLASS	ACTIVITY								
68101	Real estate activities with own or leased property	150	32	3	127	1	3	0	316
68201	Real estate activities on a fee or contract basis	17	2	0	26	0	0	0	45
GRAND TOTAL		167	34	3	153	1	3	0	361

3.3 Ownership of Establishments

Table 3: Ownership of Establishments

FSIC 2010		FIJI OWNED	BRANCH OF AN OVERSEAS COMPANY	SUBSIDIARY OF AN OVERSEAS COMPANY	TOTAL
SUB-CLASS	ACTIVITY				
68101	Real estate activities with own or leased property	316	0	0	316
68201	Real estate activities on a fee or contract basis	45	0	0	45
GRAND TOTAL		361	0	0	361

3.4 Size of Establishments

Table 4: Size of Establishments

FSIC 2010		NUMBER OF PERSONS ENGAGED						TOTAL
SUB-CLASS	ACTIVITY	1-4	5-9	10-19	20-49	50-99	100+	
68101	Real estate activities with own or leased property	173	129	10	4	0	0	316
68201	Real estate activities on a fee or contract basis	31	14	0	0	0	0	45
GRAND TOTAL		204	143	10	4	0	0	361

3.5 Number of Persons Engaged as at 30th June 2020

Table 5A: Number of Persons Engaged

FSIC 2010		TOTAL WORKING WITH PAY		TOTAL WORKING WITHOUT PAY		TOTAL
SUB-CLASS	ACTIVITY	LOCAL	EXPATRIATE	WORKING PROPRIETORS	UNPAID FAMILY WORKERS	
68101	Real estate activities with own or leased property	667	0	432	327	1,426
68201	Real estate activities on a fee or contract basis	131	0	23	20	174
GRAND TOTAL		798	0	455	347	1,600

Table 5B: Number of Persons Engaged by Gender

FSIC 2010		GENDER		
SUB-CLASS	ACTIVITY	MALE	FEMALE	TOTAL
68101	Real estate activities with own or leased property	769	657	1,426
68201	Real estate activities on a fee or contract basis	100	74	174
GRAND TOTAL		869	731	1,600

3.6 Macroeconomic Aggregates

Table 6: Macroeconomic Aggregates (\$)

FSIC 2010		GO	IC	VA	COE	CFC	OS
SUB-CLASS	ACTIVITY						
68101	Real estate activities with owned or leased property	109,710,715	38,614,942	71,095,773	9,006,848	14,461,517	47,627,408
68201	Real estate activities on a fee or contract basis	10,460,776	5,881,625	4,579,151	1,143,855	717,719	2,717,577
GRAND TOTAL		120,171,491	44,496,567	75,674,924	10,150,703	15,179,236	50,344,985

3.7 Gross Fixed Capital Formation

Table 7: Gross Fixed Capital Formation (\$)

FSIC 2010		LAND DEVELOPMENT AND IMPROVEMENT	BUILDINGS	PLANT AND MACHINERY	FURNITURE, FIXTURES AND OFFICE EQUIPMENT	TRANSPORT VEHICLE AND RELATED EQUIPMENT	OTHERS	GROSS FIXED CAPITAL FORMATION
SUB-CLASS	ACTIVITY							
68101	Real estate activities with owned or leased property	0	10,053,125	222,464	356,330	744,112	367	11,376,398
68201	Real estate activities on a fee or contract basis	0	1,997,082	42,908	133,850	101,868	0	2,275,708
GRAND TOTAL		0	12,050,207	265,372	490,180	845,980	367	13,652,106

3.8 Average Turnover per Establishment

Table 8: Average Turnover per Establishment

FSIC 2010		ESTABLISH- MENTS	INCOME FROM SERVICES (as per survey)	AVERAGE TURNOVER PER ESTABLISHMENT
SUB- CLASS	ACTIVITY	NUMBER	\$	\$
68101	Real estate activities with own or leased property	316	103,761,208	328,358
68201	Real estate activities on a fee or contract basis	45	8,097,055	179,935
GRAND TOTAL		361	111,858,263	309,857

3.9 Average Compensation of Employees per Paid Employee

Table 9: Average Compensation of Employees per Paid Employee

FSIC 2010		COMPENSATION OF EMPLOYEES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE COMPENSATION PER PAID EMPLOYEE
SUB- CLASS	ACTIVITY	\$	NUMBER	\$
68101	Real estate activities with own or leased property	8,869,243	667	13,297
68201	Real estate activities on a fee or contract basis	1,019,981	131	7,786
GRAND TOTAL		9,889,224	798	12,393

3.10 Loans and Advances

Table 10: Loans and Advances

FSIC 2010		CLOSING BALANCE		TOTAL
SUB- CLASS	ACTIVITY	ABROAD	LOCAL	\$
68101	Real estate activities with own or leased property	0	250,966,306	250,966,306
68201	Real estate activities on a fee or contract basis	0	13,934,300	13,934,300
GRAND TOTAL		0	264,900,606	264,900,606

3.11 2020 Results Compared with 2019 Results

Table 11: 2020 Results Compared with 2019 Results

AGGREGATES	2019		2020		Percentage change
	\$	Aggregates expressed as % of GO	\$	Aggregates expressed as % of GO	
GO	132,425,845		120,171,491		-9.3
IC	48,600,703	36.7	44,496,567	37.0	-8.4
VA	83,825,142	63.3	75,674,924	63.0	-9.7
COE	12,834,769	9.7	10,150,703	8.4	-20.9
CFC	14,289,233	10.8	15,179,236	12.6	6.2
OS	56,701,140	42.8	50,344,985	41.9	-11.2
GFCF	38,876,768		13,652,106		-64.9
NUMBER ENGAGED	1,708		1,600		-6.3

The Real Estate activities VA in 2020 shows a decrease of 9.7 percent over 2019. This is due to a decrease in the value of Gross Output.

For supplementary information on the real estate activities industry reference can be made to Appendix I for the Concepts and Definitions, Appendix II for Composition of Macroeconomic Aggregates and Appendix III for the Sample Questionnaire.

APPENDIX I: CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations for their world programmed of Hotels and Restaurants Statistics [contained in the International Recommendations on Statistics of the Distributive Trades and Services] as far as has been possible. The major concepts and definitions and their treatment are briefly explained below.

Compensation of Employees	Includes payments, whether in cash or in kind, made by the employer during the inquiry period for the work done to all persons included in the count of employees. It includes all cash payments, commissions, bonuses, cost of living allowances and wages paid during periods of vacation and sick leave, contributions in respect of their employee's social security and pension and payments in kind.
Consumption of Fixed Capital	In theory this is the value of the current replacement cost of fixed assets used up during the accounting period as a result of normal wear and tear. The consumption of fixed capital shown in this report is derived from the information supplied by the firm. This is expected to conform largely to the requirements of Income Tax Act and no adjustment is attempted to bring this into conformity with the national accounts definition.
Employment Size Group	This includes paid employment as well as people engaged.
Establishment	An establishment is ideally an economic unit, which engages under single ownership or control, in one, or predominantly one kind of economic activity at a single physical location. An establishment may be part of an enterprise that is involved in more than one kind of economic activity at a single location. The organisation and the record - keeping practices of such an enterprise maybe such that data in respect of the inputs and outputs of the different classes of activity cannot be readily compiled. An example of this problem can be seen in retailing activities, which are combined with running of hotels. In both cases if it is not possible to separate the input-output costs of each activity due to the difficulty in the enterprises accounting system, the activity that brings in the major portion of the income is used as the criterion for classifying such establishments. An establishment could have been a branch of another one, and particulars had to be provided for each such branch establishment whether it was in the same town or district or in a different area.
Fixed Assets	Fixed assets include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.
Foreign Owned	Subsidiary of an overseas company is always considered foreign owned, whereas a branch of an overseas company is only considered foreign owned if 51 percent of its equity is held abroad.
Gross Fixed Capital Formation	This is the outlay on new and second-hand durable goods less their sales plus their own account capital construction work done on similar goods.

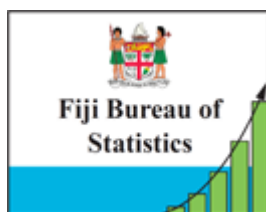
Gross Output	This is the gross value of all goods and services produced during the accounting period. Included here are the income received from fees and commission, the value of capital construction for own account and other income.
Intermediate Consumption	Intermediate consumption consists of non-durable goods and services, which have a lifetime of use of less than one year. Compensation of employees do not form part of intermediate consumption, but expenditure such as traveling expenses of management personnel are included. Intermediate consumption differs from total purchases of raw materials, fuels etc. by the amount of stock changes of such goods. Valuation of intermediate consumption is at purchasers' value i.e. it is inclusive of all costs incurred by producers in the acquisition of the required goods and services.
Local Owned	All companies with 51 percent of its equity held in Fiji are considered locally owned.
Number of Employees	This includes all persons who work in the establishment and receive regular pay and persons working away from the establishment when paid by and under the control of the establishment. Also included are salaried managers, and directors of incorporated businesses except when paid solely for their attendance at board of directors meetings.
Operating Surplus	This is the excess of value added by producers over compensation of employees, consumption of fixed capital and net indirect taxes.
Payments in kind	This is defined as the net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost that are clearly and primarily of benefit to the employees as consumers. The item includes food, beverages, clothing (except uniforms for civilians as these are not worn off-duty) and lodging etc.
Statistical Unit	Statistical unit is the Unit for which information is collected.
Unpaid Family Workers	Unpaid family workers are persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least one third of the working time normal to the establishment.
Value Added	Value added is the difference between the gross output and the intermediate consumption. It provides a useful way of measuring without duplication the economic importance of an industry or industrial sector.
Working Proprietors	Working proprietors are owners of establishments who are actively engaged in the work of the establishment. Excluded are silent or inactive partners.

APPENDIX II: COMPOSITION OF MACROECONOMIC AGGREGATES

	68101	68201	
	Real estate activities with owned or leased property	Real estate activities on a fee or contract basis	TOTAL
INCOME			
Primary Activity			
Fee	108,035,824	6,503,185	114,539,009
Commission	418,514	3,410,291	3,828,805
Secondary Activity			
Rent & receipts received - building	3,547	15,596	19,143
Subsidies and grants received	0	0	0
Receipts from industrial services rendered to others	0	0	0
Rent & receipts received - plant and machinery	0	0	0
Rent & receipts received - transport and related equipment	0	0	0
Rent & receipts received - repairs and maintenance	0	0	0
Own-account capital construction	0	0	0
Other income	1,252,830	531,704	1,784,534
Gross Output	109,710,715	10,460,776	120,171,491
Miscellaneous Income	10,198,969	959,374	11,158,343
Discount	0	360	360
Business insurance claim	853,846	22,348	876,194
Casualty insurance claim	0	0	0
Profit & loss received from any other business	1,020,212	21,705	1,041,917
Rent received from land	0	0	0
Interest received	4,254,073	19,721	4,273,794
Dividend received	2,039,141	0	2,039,141
Royalty received	0	0	0
Bad and doubtful debts recovered	877	866,579	867,456
Exchange gain	0	0	0
Gain on sale of fixed assets	2,025,298	26,162	2,051,460
VAT charged on goods and services provided	5,522	2,499	8,021
TOTAL INCOME	119,909,684	11,420,150	131,329,834
EXPENDITURE			
Expenditure on materials for use in the business	129,719	0	129,719
Changes in stock of material	0	0	0
Petrol/automotive diesel oil	592,534	176,152	768,686
Industrial diesel fuel/heavy fuel oil	0	0	0
Kerosene	0	0	0
Liquid petroleum gas	6,216	0	6,216
Electricity	2,274,889	140,867	2,415,756
Water	360,459	18,384	378,843
Repairs and maintenance paid for motor vehicles	343,856	57,647	401,503
Repairs and maintenance paid for building	6,334,966	556,471	6,891,437
Repairs and maintenance paid for machinery and equipment	201,545	2,041	203,586

	68101	68201	TOTAL
	Real estate activities with owned or leased property	Real estate activities on a fee or contract basis	
Cartage and haulage expenses paid to other firms	18,381	7,141	25,522
Travel expenses – air	118,639	17,700	136,339
Travel expenses – water	36,520	1,280	37,800
Travel expenses – land	27,338	8,290	35,628
Accommodation	97,107	18,308	115,415
Value of contract and commission work done	140,646	2,157,983	2,298,629
Audit and accounting fee	1,354,624	58,433	1,413,057
Legal fee	564,390	149,882	714,272
Advertising and promotion	6,117,546	229,313	6,346,859
Bank charges	1,790,142	420,030	2,210,172
Postage	19,438	4,476	23,914
Telephone and telecommunication	272,465	127,331	399,796
Office stationery & supplies	601,742	164,878	766,620
Management and consultation fee	5,588,249	615,800	6,204,049
Rent paid for furniture	0	0	0
Rent paid for building	303,643	433,237	736,880
Rent paid for plant and machinery	61,587	2,609	64,196
Business insurance paid	7,257,763	203,853	7,461,616
Security services	1,062,321	61,409	1,123,730
Entertainment expenses	73,515	45,599	119,114
Cleaning services	925,326	6,169	931,495
Other expenditure	1,939,376	196,342	2,135,718
Intermediate Input	38,614,942	5,881,625	44,496,567
Miscellaneous Expenditure	26,310,801	1,235,472	27,546,273
Casualty insurance claims	12,142	0	12,142
Rent paid for land	1,354,560	185,406	1,539,966
Interest paid	18,300,074	575,661	18,875,735
Dividend paid	26,404	0	26,404
Royalty paid	0	91,692	91,692
Bad and doubtful debts written off	1,910,833	112,730	2,023,563
Business licenses, rates on property paid to central or local government etc.	2,360,508	132,385	2,492,893
FNU levy	109,001	6,017	115,018
Exchange losses	111,438	1,518	112,956
Loss on sale of fixed assets	1,938,370	29,588	1,967,958
VAT paid on supplies of goods and services	25,838	56,478	82,316
Donation	161,633	43,997	205,630
Compensation of employees	9,006,848	1,143,855	10,150,703
Wages and salaries	8,212,394	1,027,113	9,239,507
FNPF	504,798	110,604	615,402
Payment in kind	289,656	6,138	295,794
Consumption of fixed capital	14,461,517	717,719	15,179,236
TOTAL EXPENDITURE	88,394,108	8,978,671	97,372,779

APPENDIX III: SAMPLE QUESTIONNAIRE



Modyl Plaza, Lot 1 Karsanji Street, Vatuwaqa, Suva, Fiji

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Suva
FIJI*

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CONFIDENTIAL

DESPATCHED: __/__/__

2020 CENSUS OF REAL ESTATE ACTIVITIES

Tax Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please correct any errors appearing in this label.

Dear Sir/Madam,

Enclosed is a copy of the 2020 Census of Real Estate Activities questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Real Estate Activities Industry classified under the Fiji Standard Industrial Classification 2010 Section L (refer note on page 2). If an establishment's Real Estate Activities are combined with other types of business, you should report on the operations of the Real Estate activities only.

PURPOSE: The census provides an important means of understanding the composition and structure of the industry and assessing the contribution of this sector to the economy. The results of the Census will be used by the Fiji Bureau of Statistics in the estimation of the National Income of Fiji and in the provision of other key indicators.

REFERENCE PERIOD: Reference period is the calendar year. If your accounting year is different, provide information approximating closest to the calendar year. Limited liability companies are requested to submit a copy of their financial statements with the questionnaire.

COMPULSORY REQUIREMENT: The Census is conducted under the provisions of the Statistics Act 1961 (Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill the questionnaire and return it to the undersigned. Please be advised that failure to meet the above deadline may lead to legal action.

CONFIDENTIALITY OF INFORMATION: Information supplied will be used by the Department for the preparation of statistics. Any release of information will be in accordance with the Statistics Act and only authorised persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Ms. Priya Mala on email pmala@statsfiji.gov.fj or telephone 331 5822 (ext. 386 245) or direct line 323 0845.

Maria Musudroka [Ms]
Acting Chief Executive

*Real Estate Activities 2020
Economic Statistics Division*

NOTE: Under the Fiji Standard Industrial Classification 2010 Section L, the Real Estate Activities includes acting as lessors, agents and/or brokers in one or more of the following:

Selling or buying real estate, renting real estate, providing other real estate services such as appraising real estate or acting as real estate escrow agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures.

This return is required for the addressed establishment only. In case this is not possible, a combined return with similar main activities may be submitted. If the information cannot be provided on this basis, please provide an explanatory note.

ORGANISATIONAL STRUCTURE

- 1 A business can have more than one establishment involved in similar or different activities at different locations. State the location, the type of activity engaged in and the Gross Turnover of each establishment during the year.

FORM OF OWNERSHIP

- 5 (1) Fiji owned:
This is an establishment operating in Fiji in which 51% or more equity is held locally.
- (2) Branch of an overseas company:
This is an establishment operating in Fiji which is controlled by or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
- (3) Subsidiary of an overseas company:
A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

EQUITY PARTICIPATION

- 6 Give the proportion of the share capital held by Fiji citizens. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

OPERATING STATUS

If you are no longer in business, a **STATUTORY DECLARATION** must be attached with the questionnaire with the words **“CLOSED BUSINESS”** written across the questionnaire and returned to the Fiji Bureau of Statistics. The Statutory Declaration must be signed by a Magistrate or a Barrister/Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation.

QUESTIONNAIRE

All relevant questions must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding VAT**, are to be expressed in Fiji Dollars.

1. Organisational Structure

Does this business operate at more than one location?			
Please tick the appropriate box		No <input type="checkbox"/>	Yes <input type="checkbox"/> If yes, please give details below:
NAME OF ESTABLISHMENT/BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	FSIC [FOR OFFICIAL USE ONLY] 001

2. Accounting Period

Please state the accounting period: From / /2020 To / /2020									
---	--	--	--	--	--	--	--	--	--

3. Legal Status of Organisation

	Please tick appropriate box					
	Sole Trader	1		Partnership	2	
[002]	Private Limited Company	3		Public Limited Company	4	
	Co-operative	5		Government Owned Trading Entity	6	
	Statutory Boards	7		Central Government	8	
	Local Authority owned entity	9		Local Government	10	
	Joint Venture and Consortia	11		Non-profit organisation	12	
	Trusts and Estates	13		Consulates and Foreign Embassies	14	
	Branch of a Company Incorporated Overseas	15		Societies and Associations	16	
	Other Business Type (specify)				17	

4. International Trade

Please tick appropriate box	Yes	No
Does the establishment import or export any type of goods or services		
If yes, please specify.		

5. Form of Ownership

Please tick appropriate box					
003	Fiji owned	1	Branch of an overseas company	2	
	Subsidiary of an overseas company	3	Others (specify)	4	

6. Equity Participation

Please indicate the equity capital held by Fiji Citizens. As at end of 2020	%
---	---

PRIMARY INCOME EARNED DURING THE ACCOUNTING PERIOD

- 7 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, professional services and valuation services etc.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 14 This is the resale value of goods bought, the goods being in the same condition as received and does not go through any manufacturing process by your enterprise.
- 17 Include all claims arising from business insurance. Examples of business insurances are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.
- 18 Include all claims arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness to employees. Claims for life, education or any other personal insurance are to be excluded.

Income

Primary Income Earned During The Accounting Period			VALUE (\$)
7	a)	004	
	b)	005	
	c)	006	
	d)	007	
Other Income			
8	Rent & receipts received - building	008	
9	Subsidies and grants received	009	
10	Receipts from industrial services rendered to others	010	
11	Rent & receipts received - plant and machinery	011	
12	Rent & receipts received - transport and related equipment	012	
13	Rent & receipts received - repairs and maintenance	013	
14	Income of sales of good without transformation (see question 30)	014	
15	Other income	015	
16	Discount	016	
17	Business insurance claims received	017	
18	Casualty insurance claims received	018	
19	Profit or loss received from any other business in which you have an interest	019	
20	Rent received from land	020	
21	Interest received	021	
22	Dividends received	022	
23	Royalty received	023	
24	Bad and doubtful debts recovered	024	
25	Exchange gain	025	
26	Gain on sale of fixed assets	026	
27	VAT charged on goods and services provided	027	
28	Grand Total of All Income Received [Codes 004 to 027]	028	

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

- 29 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 30 State in detail expenditure of all materials and related articles purchased for resale during the year.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 31-34 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 35 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 37-39 Repairs and maintenance costs paid to other firms covers the total costs of current repair and maintenance service provided by such firms on repairs done on vehicles, building etc of the establishment. Current repair and maintenance carried out by an ancillary repair and maintenance unit, which has been treated, as an independent establishment should be included.
- 40 Cartage and haulage expense includes payment for the transportation of goods and materials within the country. It excludes cost of transport carried out by your own equipment and employees.
- 45 Contract and commission work done by other establishments on your materials covers payments made by the establishment for contract and commission work done on materials controlled by your establishment.
- 62 Include all payments in respect to leased/rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 53.
- 63 Include interest on long-term debts and interest on all borrowing.

COMPENSATION OF EMPLOYEES

- 74 Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.
- 76 Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc free of charge or at a reduced rate.

Expenses

Purchases of Materials and Operating Expenditure			VALUE (\$)
29	Expenditure on materials for use in the business		
	a)	029	
	b)	030	
	c)	031	
30	Expenditure on goods for resale without further processing (refer question 14)	032	
Fuel, Electricity and Water			
31	Petrol/automotive diesel fuel	033	
32	Industrial diesel fuel/heavy fuel oil	034	
33	Kerosene	035	
34	Liquid petroleum gas	036	
35	Electricity	037	
36	Water	038	
Other Expenditure			
37	Repairs and maintenance on vehicles	039	
38	Repairs and maintenance on building	040	
39	Repairs and maintenance on plant and machinery	041	
40	Cartage and haulage expenses paid to other firms	042	
41	Travel expenses on air transport	043	
42	Travel expenses on water transport	044	
43	Travel expenses on land transport	045	
44	Accommodation charges	046	
45	Value of contract and commission work done	047	
46	Audit and accounting	048	
47	Legal fee	049	
48	Advertising and promotion etc	050	
49	Bank charges	051	
50	Postage	052	
51	Telephone and telecommunication	053	
52	Office stationery and supplies	054	
53	Rent paid on building	055	
54	Rent paid on plant and machinery	056	
55	Management and consultation fee	057	
56	Business insurance	058	
57	Security services	059	
58	Cleaning services	060	
59	Entertainment expenses	061	
60	All other costs and expenses	062	
61	Casualty insurance	063	
62	Rent paid for land	064	
63	Interest paid	065	
64	Dividend paid	066	
65	Royalty paid	067	
66	Bad and doubtful debts written off	068	
67	Business licenses and rates paid	069	
68	Fiji National University [FNU] levy	070	
69	Exchange losses	071	
70	Loss on sale of fixed assets	072	
71	VAT paid on supplies of goods and services	073	
72	Donations made	074	
73	Depreciation (to agree with question 86(8))	075	
Compensation of Employees			
74	Gross wages and salaries	076	
75	Employers contribution to FNPF	077	
76	Payment in kind	078	
77	Grand Total of Expenditure Incurred [Codes 029 to 080 excluding 066]	079	

STOCKS

- 79 Work-in-progress consists of unfinished output at the end of the reference year.
- 80 Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.
- 81 The value of materials, fuel supplies and components are stocks of raw materials not used up in production process.

LOANS AND ADVANCES

- 82 Please provide information relating to any loan or advances at the end of the accounting period.

NET EARNINGS

- 83 This is the net profit of your establishment/enterprise from the profit and loss account.

NUMBER OF EMPLOYMENT

- 84 Please note that the information in respect of employment is for the last pay week in June 2020.

Operatives includes all employees directly engaged in the activity of the establishment, eg those in fabrication, processing, assembling, shop messengers, warehouse men, packers and repair men etc. Casual workers should also be included here.

Others includes administrators, technical/clerical personnel, eg managers, clerks etc.

Expatriates are non-Fiji citizens who stayed in Fiji.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Unpaid family workers include persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least a third of the normal working hours of the establishment.

ENVIRONMENT RELATED QUESTIONS

- 85 In view of the importance of climate change and disaster related events, the FBoS has embarked on compiling Environment Economic Account to be consistent and comparable with other countries. Therefore, the need to capture these statistics from all sectors within the economy, including all business entities. The information provided by the establishment would help us further improve these accounts which would be used in planning and policy formulation.

78 - 81. Stocks

Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
Finished goods produced by the establishment and intended for sale	080			
Work-in-progress	083			
Finished goods bought for resale	086			
Materials, fuel, supplies and components	089			
Total	092			

82. Loans and Advances – Closing Balance

Locally	095	
Abroad	096	
Total	097	

83. Net Earnings

		Amount (\$)
Net profit/loss of your establishment/enterprise. [Codes (028+094)-079]	098	

84. Number of Employment

			NUMBER EMPLOYED
a]	Working with pay		
	Fiji citizens	099	
	Expatriates	100	
b]	Working without pay		
	i] Working proprietors	101	
	ii] Unpaid family workers	102	
	Total [Codes 099+100+101+102]	103	
c]	The total number in employment by gender		
	i] Total males	104	
	ii] Total females	105	

85. Environment Related Questions

106	Please tick the appropriate source of water for the establishments		
	Metered water [WAF]	1	
	Rain water	2	
	River/Creek	3	
	Bore hole	4	
	Others (Please specify)	5	
107	Please tick the appropriate source of energy for the establishments		
	Electricity [EFL]	1	
	Electricity [own generation]	2	
	(a) Solar	2a	
	(b) Hydro	2b	
	(c) Diesel/Thermal	2c	
	(d) Windmill	2d	
108	Please indicate the method of solid waste disposal of the establishments		
	Collection by city/town council	1	
	Collection by private companies	2	
	Private incineration	3	
	Private dumpsite	4	
	Recycled	5	
	Others (Please specify)	6	
109	Please indicate the method of liquid waste disposal of the establishments		
	Connected to Sewerage Line	1	
	Septic tank	2	
	Disposal in the sea/river	3	
	Others (Please specify)	4	

CAPITAL ASSETS

- 86 (8) Please ensure that: The value given for depreciation should agree with the value given in question 73.
- 86 (5) Own Account Construction: This is the cost of new fixed assets and additions to the existing fixed assets made by establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.
- 86 Entertainment Literary/Artistic Originals include:
- (a) Precious stones and metals (e.g. diamonds, non-monetary gold, platinum and silver);
 - (b) Antiques and other art objects (e.g. painting and sculptures); and
 - (c) Other valuables (e.g. jewellery and collector items).

86. Capital Assets

		VALUE (\$)								
		Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Other Changes	Sales of Capital Assets	Depreciation	Closing Book value
			Locally	From abroad						
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Residential buildings	110									
Non- residential buildings	119									
Other structures	128									
Land	137									
Transport vehicles and related equipment	146									
ICT equipment	155									
Furniture, fixtures and office equipment	164									
Other machinery & equipment	173									
Cost of ownership transfer on non-produced assets	182									
Research & development	191									
Minerals exploration & evaluation	200									
Computer software & databases	209									
Entertainment literary/artistic originals	218									
Renewable energy equipment related	227									
Other intellectual property products	236									
Total	245									

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE