Statistics South Africa (Stats SA) is a government department, responsible for the collection, processing, analysis and interpretation of official statistics.

Purpose of the survey
The Personal Services Large Sample Survey is a periodic survey that examines the personal activities within both private and public businesses/organisations in the South African economy. Results of the survey are used to compile estimates of the Gross Domestic Product (GDP) and its components, which are used to monitor and develop government policy. These statistics are also used by the private sector in analyses of comparative business and industry performance.

Collection authority
The information required is collected under Section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. The provision of the information sought is compulsory.

Confidentiality
According to Section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire remains confidential to Statistics South Africa (Stats SA). All results to surveys are anonymous and presented in aggregated format.

Due date
Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA by [15 DECEMBER 2004]. Stats SA recommend that you retain a copy for you to consult in the event of a query.

Help available
If you have problems completing this questionnaire, or find that it will be difficult for you to meet the due date, please contact us at:

- Telephone number: (012) 310 - 8639/8629
  310 - 8914/8627
- Fax number: (012) 310 - 8366/ 4609 / 8297
- Email address: PersonalServicesLSS@statssa.gov.za

Person whom Stats SA should contact if any queries arise regarding the completed questionnaire

<table>
<thead>
<tr>
<th>Name</th>
<th>Position or title</th>
<th>Telephone number</th>
<th>Fax number</th>
<th>Email address</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>Received</td>
</tr>
<tr>
<td>Checked</td>
</tr>
<tr>
<td>Captured</td>
</tr>
<tr>
<td>Edited</td>
</tr>
</tbody>
</table>
**Please note**

- All figures should exclude value-added tax (VAT)
- Report all monetary values in **thousands of rands** (R '000). Where the values in your accounts are not expressed in thousands of rands, please round them off to the nearest thousand rand
- Only the South African-based activities of the enterprise shown on the address label should be included on the questionnaire
- If exact figures are not available, provide careful estimates
- The items listed under ‘Include’ and ‘Exclude’ are only examples and should not be taken as a complete list of items to be included or excluded
- An enterprise is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its production activities

### Part 1 - General information

1. **Location of the business or head office** (if operating more than one branch or establishment)

<table>
<thead>
<tr>
<th>Registered/legal name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name</td>
<td></td>
</tr>
<tr>
<td>Company registration number</td>
<td></td>
</tr>
<tr>
<td>Street number</td>
<td></td>
</tr>
<tr>
<td>Street name</td>
<td></td>
</tr>
<tr>
<td>Municipality or city/town</td>
<td></td>
</tr>
<tr>
<td>Postal code</td>
<td></td>
</tr>
</tbody>
</table>

2. **Indicate your type of ownership or type of organisation**

<table>
<thead>
<tr>
<th>Individual</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td></td>
</tr>
<tr>
<td>Public company</td>
<td></td>
</tr>
<tr>
<td>Private company</td>
<td></td>
</tr>
<tr>
<td>Public corporation</td>
<td></td>
</tr>
<tr>
<td>Close corporation</td>
<td></td>
</tr>
<tr>
<td>Co-operative society</td>
<td></td>
</tr>
<tr>
<td>Government enterprise</td>
<td></td>
</tr>
<tr>
<td>Non-profit institution/company/organisation</td>
<td></td>
</tr>
<tr>
<td>Joint venture</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>
3. Period covered by this questionnaire.

**Note**
- This questionnaire must be completed for the financial year of the enterprise which ends on any date between 1 July 2003 and 30 June 2004, according to your usual reporting schedule.

**Example**
- 1 October 2002 – 30 September 2003
- 1 January 2003 – 31 December 2003
- 1 February 2003 – 31 March 2004
- 1 March 2003 – 29 February 2004
- 1 April 2003 – 31 May 2004

Indicate the period covered by your financial year………

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

Indicate any changes in this enterprise that have occurred since 1 July 2003, e.g. change of financial year, takeover, merger, new location, expansion or closure.

4. Indicate the activity from which this enterprise derives its main income. *(Mark one block)*

**Educational services** …………………………………………………………………………………………………………………

**Include**
- Pre-primary education and activities of after-school centres
- Primary and secondary education
- Special education and training of mentally retarded children
- Education by technical colleges and technical institutions
- Education by technikons
- Education by teacher’s training colleges and colleges of education for further training
- Education by universities
- Education by correspondence and private vocational services – own account teachers, motor vehicle driving schools/tutors and music, dancing and other art schools, etc

**Health and social work** …………………………………………………………………………………………………………………

**Include**
- Human health activities such as general hospitals, maternity homes, tuberculosis hospitals, psychiatric hospitals, detached operation theatres
- Medical and dental practice activities such as medical practitioner and specialists activities, dentist and specialist dentist activities
- Other human health services activities such as supplementary health services or paramedical staff (practitioners), clinics and related health care, nursing services, chiropractors and other associated health care services
- Veterinary activities
- Social work activities
### Sewage and refuse disposal, sanitation and similar activities

**Include**
- Metal rolling, waste products of industrial production (breakage of metals), (polymers, paper for recycling, glass)

### Activities of membership organisations

**Include**
- Activities of business, and employers’ organisations and activities of professional organisations
- Activities of trade unions
- Activities of other membership organisations such as activities of religious and political organisations and activities of other membership organisation

### Motion picture, radio, television and other entertainment activities

**Include**
- Motion picture and video production and distributions
- Related activities – film and tape renting to other industries, booking, delivery and storage
- Motion picture projection by cinemas e.g. Ster-Kinor, Nu Metro, etc
- Motion picture projection by drive-in cinemas
- Radio and television activities such as dramatic arts, music and other arts activities, e.g. SABC TV, ETV, Radio Metro, Jacaranda, Y-FM, etc

### News agency activities

**Include**
- News activities
- Journalism

### Sporting and other recreational activities

**Include**
- Operation of sports arenas and stadiums etc
- Diving rounds, underwater expeditions, sea cruises, training in a scuba diving, etc
- Sports training, e.g. tennis coaching

### Library, archives, museums and other cultural activities

**Include**
- Library and archives activities
- Museums activities and preservation of historical sites and buildings
- Botanical and zoological gardens and nature reserve activities
Other service activities

Include

- Washing and dry-cleaning of textiles and fur products
- Hairdressing and other beauty treatment, including men’s hairdressing, ladies’ hairdressing, men’s and ladies’ hairdressing and beauty treatment
- Funeral and related activities

Part 2 – Employment

5. **Number of employees who received salaries and wages for the last pay period ended on or before 30 June 2004**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions

- **Employees** are those people employed by the business/organisation who received payment (in salaries, wages, commission, piece rates or payments in kind) for any part of the reference period (excluding independent contractors)
- **Full-time employees** are those employees (permanent, temporary or casual) who usually work for the agreed upon hours for a full-time employee in a specific occupation. If agreed hours do not apply, employees are regarded as full-time employees if they work 35 hours or more per week
- **Part-time employees** are those employees (permanent, temporary or casual) who are not full-time employees as defined above or who normally work less than 35 hours per week

Include

- Directors (who received a salary, who did not receive a salary, who received a fee)
- Executive, managerial, casual and any other employee who received payment but is not included on the main payroll
- Employees who were absent for part or all of the reference period but received payment through the payroll, and including those who commenced or terminated employment
- Employees absent on paid leave or on leave without payment
- People paid by commission only, with no salary or wage component
- Employees who received payment through the payroll from the Compensation Commissioner’s Compensation Fund
- Employees based abroad but paid from South Africa

Exclude

- Subcontractors and consultants who are self employed (include in Question 60)
- Any employees who were not paid during the reference period
- Employees based in South Africa but paid from abroad
# Part 3 - Income items

### 6. Income from services rendered (report net value after discount given)

**Include**
- Tuition and training fees
- Income from workshops and conferences
- Income from contracts, subcontracts and commission, e.g. for research and other activities
- Administration charges received as an agent
- Income received from health services, e.g.  
  - Patients fees
  - Hospitalisation
  - Theatre fees
  - Medicines and drugs
- Accommodation/hostel fees
- Income from consulting services
- Subscription and membership fees
- Sewage and refuse disposal, including household and garden waste removal
- Broadcast services
- Rental and transmission facilities
- Management fees or charges from related and unrelated enterprises
- Income and fees received from repairs services
- Income from all services rendered, such as cleaning, laundering, hairdressing and funeral services

**Exclude**
- Rent, leasing and hiring income (include in Questions 8, 9 and 10)
- Interest income (include in Question 11)
- Value-added tax (VAT)

### 7. Sales of goods (report net value after discount given)

**Include**
- Medical consumables and medicines
- Income from parts and materials charged in repair
- Resale of goods purchased and sale of own produce
- Food and beverages
- Export sales
- For long-term contracts include progress payments billed
- Customers not invoiced with separate delivery and/or installation charges
- Railage and transport-out
- Export freight charges
- Sales of tickets, e.g. Lotto, Lotto plus and scratch cards and movie tickets
- Income from the sale of such item as funeral caskets, beauty or barber supplies and cleaning supplies

**Exclude**
- Rent, leasing and hiring income (include these items in Questions 8, 9 or 10)
- Net profit or loss on sales of fixed assets (include in Questions 16 or 67)
- Interest income (include in Question 11)
- Value-added tax (VAT)
8. **Income from rental and leasing of land, building and other structures**

<table>
<thead>
<tr>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Rental from residential and non-residential buildings and equipment</td>
</tr>
<tr>
<td>- Shops operating in hospital premises, doctor’s rooms, parking and theatre</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Payments received under hire purchase arrangements</td>
</tr>
</tbody>
</table>

9. **Income from operational leasing and hiring of plant, machinery and equipment**

<table>
<thead>
<tr>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Income from renting and/or leasing of cleaning and sports equipment, linen and uniforms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Payments received under hire purchase arrangements</td>
</tr>
</tbody>
</table>

10. **Income from operational leasing and hiring of motor vehicles and other transport equipment**

<table>
<thead>
<tr>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Payments received under hire purchase arrangements</td>
</tr>
</tbody>
</table>

11. **Interest received**

<table>
<thead>
<tr>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Interest from hire purchase arrangements and loans and advances made to related and unrelated enterprises</td>
</tr>
<tr>
<td>- Interest on finance leases</td>
</tr>
<tr>
<td>- Earnings on discounted bills</td>
</tr>
<tr>
<td>- Interest from deposits in banks and non-bank financial institutions</td>
</tr>
<tr>
<td>- Interest on decentralisation benefits</td>
</tr>
<tr>
<td>- Interest from investments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Capital repayments received</td>
</tr>
</tbody>
</table>

12. **Dividends received**

13. **Royalties, franchise fees, copyright, trade names and patent rights received**

<table>
<thead>
<tr>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Payments received under licensing arrangements</td>
</tr>
</tbody>
</table>
14. Subsidies and incentives received from government .......................................................... R '000

15. Profit from foreign loans as a result of variations in foreign exchange rates or transaction .......................................................... R '000

16. Profit from redemption, liquidation or revaluation of liabilities, at a value lower than the book value, if credited .......................................................... R '000

17. Profit from the sale or realisation for cash or revaluation of liabilities, at a value lower than the book value, if credited .......................................................... R '000

**Include**
- Income on non-current investment (increase in students and staff loans)
- Income from the sale or realisation for cash or revaluation of assets at a value higher than book value, if credited
- Income from the redemption, liquidation or revaluation of liabilities, at a value lower than book value, if credited, e.g. foreign exchange profits
- Income from foreign loans as a result of variations in foreign exchange rates/transactions
- Income from share trading
  - Share capital and premiums e.g. ordinary shares, share trust, treasury trust etc
- Income from disposal of assets, operations and trading stocks e.g. resale of ethical/surgical medication and consumables from pharmacists
- Income from disposal of property, plant and equipment

18. Other income .......................................................................................................................... R '000

**Include**
- Sundry income
- Bad debts recovered
- Grants and donations

Specify the nature and amount of the two largest items included in ‘Other income’

<table>
<thead>
<tr>
<th>R '000</th>
<th>R '000</th>
</tr>
</thead>
</table>

19. Total income (Question 6 to Question 18) ........................................................................ R '000
Part 4 – Inventories

Opening values

20. Raw materials or materials for processing, packaging materials, fuel and consumable and maintenance stores, e.g. spares

21. Work in progress (partially completed)

22. Finished goods produced by this enterprise

23. Finished goods not produced by this enterprise but purchased for resale

24. Total opening values (Question 20 to Question 23)

Closing values

25. Raw materials or materials for processing, packaging materials, fuel and consumable and maintenance stores, e.g. spares

26. Work in progress (partially completed)

27. Finished goods produced by this enterprise

28. Finished goods not produced by this enterprise but purchased for resale

29. Total closing values (Question 25 to Question 28)
Part 5 - Expenditure items

30. Purchases

**Exclude**
- Subcontract and commission expenses (include in Question 59)
- Capitalised purchases of materials for capital work done by own employees

Materials, components, equipments and consumables ................................................................

**Include**
- Medical consumables, e.g. bandages, disinfectants, injections and gauze
- Raw materials, components, etc. used in production or operation, including consumables
- Purchases of goods and materials used for repairs, hairdressing and laundry

Factored goods, intermediate products and partially completed goods from related enterprises, e.g. food and beverages ...........................................................................................................

Fees and allowances ....................................................................................................................

**Include**
- Fees and allowance to visiting doctors, e.g. physicians
- Speakers and lectures fees or charges for service rendered

Prizes, national lottery and retailers’ commission ........................................................................

Other goods ................................................................................................................................

Other services ..............................................................................................................................

Total purchases ..........................................................................................................................
31. Total gross salaries and wages paid during the financial year ........................................ R '000

**Definition**
- Gross earnings are payments for ordinary-time, standard or agreed hours and overtime hours during the financial year for all permanent, temporary, casual, managerial and executive employers and employees, before taxation and other deductions.

**Include**
- Salaries and/or fees paid to directors, executives and managers
- Commissions paid
- Employer's contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund and the Commissioner's Compensation Fund
- Payments paid from South Africa to employers or employees based abroad
- Payments for all types of leave
- Incentive payments for piecework or profit-sharing schemes
- Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies and transport and cell phone allowances
- Value of any salary sacrificed
- Bonuses
- Payments that were made during the reference period but relate to other pay periods for which no previous provision was made, e.g. annual leave, thirteenth cheque and leave gratuity payments

**Exclude**
- Payments to subcontractors and consultants who are self-employed and not part of this enterprise (include in Question 59)
- Payments paid from abroad to employers or employees based in South Africa
- Severance, termination and redundancy payments (include in Question 32)
- Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses (include in Question 47 and/or 49)
- The imputed value of fringe benefits.
- Tax on fringe benefits
- Entrepreneurial-income for labour input of self employed

32. Severance, termination and redundancy payments paid ........................................ R '000

**Include**
- Payments of accumulated leave made to employees who finished work during the reference period
- Redundancy payments intended to compensate employees for loss of employment

33. Advertising expenditure .................................................................................................... R'000

**Include**
- Marketing costs and expenditure on sales promotions
34. Bank charges other than interest

35. Bursaries and loans to students

**Include**
- Bursaries and loans awarded from own funds

**Exclude**
- Bursaries and loans and funds awarded to internal staff (include in question 61)

36. Bad debts written off

37. Containers and packaging materials

38. Cleaning services

39. Interest paid

**Include**
- Interest on bank loans
- Interest on loans made to this enterprise from related and unrelated enterprises
- Interest paid in respect of finance leases
- Interest paid on loans from partners
- Expenses associated with discounted bills
- Finance charges on long-term agreement
- Bank overdrafts and acceptances

**Exclude**
- Other bank charges (include in Question 34)
- Capital repayments

40. Insurance premiums paid

41. Motor vehicle running expenditure, including parts and fuel

42. Paper expenditure
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>Printing expenditure</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Stationery expenditure</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Postal, mail and courier</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Telecommunication services, e.g. telephone, facsimile and internet charges</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Travelling expenditure</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Accommodation expenditure</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Entertainment expenditure</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Rental of land, building and other structures</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Municipal payments for services, e.g. water and electricity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(excluding property taxes)</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Property taxes paid</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Regional services council levies</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Railage and transport out</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Repairs and maintenance expenditure</td>
<td></td>
</tr>
</tbody>
</table>
56. Royalties, franchise fees, copyright, trade names and trade and patent right paid...

57. Operational leasing and hiring of plant, machinery, equipment and vehicles ...

58. Security services (including IT security services) ............................................

59. Payment to subcontractors ...........................................................................

60. Skills development levy ................................................................................

61. Staff training ...................................................................................................

   Include
   • Payment of outside organisations for staff training
   • Staff bursaries and sponsors

62. Staff amenities ............................................................................................... 

   Include
   • Canteens, crèches, gym

63. Subscription to magazines, newspapers and journals ...................................

64. Accounting, management and consultation fees, e.g. auditors fees ............
65. Depreciation provided for during this financial year

Note
- Report depreciation or provision for depreciation as recorded in your financial management accounts on buildings, machinery, equipment, office equipment, computers, motor vehicles and other transport equipment

66. Losses on assets or investments sold or devalued
   (not related to normal trade activities)

Include
- Foreign exchange losses
- Losses from the sale or realisation for cash or revaluation of assets or investments at a value lower than book value, if debited, and stock losses
- Provision for bad debts and discount allowed
- Assets written off
- Losses on share trading
- Loss on disposal of property, plant and equipment

67. Losses from the redemption, liquidation or revaluation of liabilities at a value higher than book value, if debited, e.g. foreign exchange

68. Other expenditure

Include
- Donations
- Commission expenses
- Expenses relating to library acquisitions written off
- Professional services, e.g. legal expenses and data processing services
- Permits and licences paid
- Agency fees, e.g. appointments of casual workers
- Catering and laundry
- Refuse disposal

Specify the nature and amount of the two largest items included in ‘Other expenditure’

69. Total expenditure (Question 30 to Question 68)
### Part 6 - Profit or loss, company tax and dividends

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>70. Net profit or loss before tax</strong></td>
<td></td>
</tr>
<tr>
<td>(Question 19 minus Question 24 plus Question 29 minus Question 69)</td>
<td></td>
</tr>
<tr>
<td><strong>71. Company tax paid or provided for during this financial year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>72. Cash dividends paid or provided for</strong></td>
<td></td>
</tr>
<tr>
<td><strong>73. Other dividends (capitalisation issues, scrip dividends or capitalisation shares)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>74. Total dividends paid or provided for during this financial year</strong></td>
<td></td>
</tr>
<tr>
<td>(Question 72 plus Question 73)</td>
<td></td>
</tr>
</tbody>
</table>
### Part 7 – Assets and liabilities

**Note**
- Report the total book value of assets and liabilities as at the **end of the financial year**

#### 75. Current assets and investments

**Include**
- Debtors, cash, bank balances and other financial assets
- Programs and film rights, e.g. foreign and local programming
- Trade, prepayments and other receivables
- Sports events right
- Cash equivalent
- Closing stock

**Exclude**
- Fixed assets and intangible assets (include in Question 76)

#### 76. Fixed assets and intangible assets

**Note**
- Fixed assets and intangible assets must correspond with Question 81 column, (g) 1 to 9

#### 77. Total assets (Question 75 to Question 76)

#### 78. Current liabilities

**Include**
- Trade and other payables, e.g. local payables and accruals, foreign payables, etc
- Bank overdraft
- Current portion of interest, e.g. bearing borrowings, short-term borrowings

#### 79. Long-term liabilities (excluding owners’ equity or shareholders’ funds)

**Include**
- Long term loans

#### 80. Owners’ equity (total book value shareholders’ funds)
# Part 8 - Book value of assets and capital expenditure

## 81. Book value of assets and capital expenditure on fixed assets and intangible assets

### Notes
- The value of land and buildings must be shown separately and should be estimated, if necessary. (Exclude own private dwelling or living unit thereof.)
- Purchases of land and existing buildings and used plant, machinery and vehicles, which were not imported, should be included in column (d).
- The value of used plant, machinery and vehicles imported by your enterprise or on your behalf, should be included in column (c).
- Major improvements, additions or extensions to fixed assets, machinery, transport equipment and structures, which improve their performances and increase their capacity or prolong their expected working lives, count as fixed capital formation and should be included in column (c).
- Intangible fixed assets are non-financial produced fixed assets that mainly consists of mineral exploration, computer software, entertainment, literary or artistic originals intended to be used for more than one year.
- Intangible non-produced assets are assets that entitle their owners to engage in certain specific activities or to produce certain specific goods or services and to exclude other institutional units from doing so, except with the permission of the owner, e.g. patented entities or purchased goodwill.

<table>
<thead>
<tr>
<th>Type of asset</th>
<th>Book value at the beginning of financial year according to balance sheet</th>
<th>Plus: Capital expenditure on the erection of new buildings and works; additions to and alterations of existing buildings and works; work in progress capitalised; new plant and machinery; used plant and machinery if imported by you or on your behalf (whether paid to outside contractors or concerns or done by your enterprise itself)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b) R ’000</td>
<td>(c) R ’000</td>
</tr>
<tr>
<td>1. Land</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Residential buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Non-residential buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Computers and other IT equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Motor vehicles and other transport equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Medical instruments, furniture, and other instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Plant, machine and other office equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Intangible fixed assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1 Computer software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.2 Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Intangible non-produced assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(goodwill, patented entities, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus</td>
<td>Plus or minus</td>
<td>Minus</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>Capital expenditure on the acquisition of land; existing buildings and works; used machinery and vehicles; and transfers-in</td>
<td>Sales of assets(-), and revaluation and other adjustments to book value</td>
<td>Depreciation/amortisation during the year (not accumulative depreciation)</td>
</tr>
<tr>
<td>(d) R ’000</td>
<td>(e) R ’000</td>
<td>(f) R ’000</td>
</tr>
</tbody>
</table>
Part 9 - Geographical distribution of the activities of this enterprise

82. How many branches does the enterprise have? ...............................................................

83. In the table below indicate the distribution of employment, salaries and wages, bonuses, grants, fringe benefits income and expenditure of this enterprise on a branch level and indicate in which town or city and province each branch is situated

<table>
<thead>
<tr>
<th>Town or City</th>
<th>Province</th>
<th>Number of branches per town or city</th>
<th>Salaries, wages and employee benefits R'000</th>
<th>Number of employees (Number)</th>
<th>Total Income R'000 or % (f)</th>
<th>Total Expenditure R'000 or % (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>George</td>
<td>WC</td>
<td>1</td>
<td>500</td>
<td>6</td>
<td>1580</td>
<td>980</td>
</tr>
<tr>
<td>Pretoria</td>
<td>GP</td>
<td>1</td>
<td>800</td>
<td>15</td>
<td>1900</td>
<td>1200</td>
</tr>
</tbody>
</table>

Notes
- Show the number of employees as on the last pay period of the reporting period to which this questionnaire relates.
- If exact figures are not available, provide estimates on a percentage basis.
- This part must be completed for all the branches of your enterprise. If your number of branches exceeds the space provided, please duplicate this page and attach it to the questionnaire.