Approval Authority: Executive Yuan
Approved Document No.: Yuan-Tai-Jing No. 1040059646
Enumeration Period: April 15 to June 15, 2017
Reference Date: December 31, 2016

統計調查 SCIENCE SECURITY SERVICE 行政院主計總處

Confidential

2016 Industry and Services Census
Census Form
Organized by DGBAS

1. This survey is conducted according to the regulation prescribed in Article 20 of the Statistics Act "the respondent, whether an agency, a group, or an individual, has the duty to provide detailed and truthful information in the survey form".
2. The information provided in this form shall be used for the applications of establishing overall industrial development plan and administrative decisions etc. such that individual information is kept absolutely confidential without the use in other purposes. Please cooperate and provide reports with detailed and truthful information

Name of unit (please enter full name) _____ Person-in charge _____

Name of unit contact person _____ Tel. ( )

Name of person completing the form _____ Tel. ( )
(If the person completing the form is identical to the contact person, the person's name and telephone can be omitted)

☐ identical to the original address in the name list [Following address is omitted]

Actual business address ☐ County ☐ City _____ ☐ Township ☐ Town ☐ City ☐ Dist. _____ ☐ Vil. ☐ Li _____ ☐ Rd. ☐ St. _____ Sec. _____ Lane _____ Ally _____ No. - _____ F. _____ Rm.

Census No.			Determination No.	Unified Business No. of Profit-Seeking Business and Withholding Unit	Unit level	Form Code
Township (town, city, district)	Village (li)	Serial No.			☐ "1": Independent business unit ☐ "2": Branch unit of enterprise ☐ "3": Headquarter management unit with branch unit enterprise ☐ "8": Enterprise unit with branch unit	0
☐☐☐☐	☐☐☐	☐☐☐☐	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐☐	For those selecting "2", please continue to enter: Unified Business No. of Profit-Seeking Business and Withholding Unit of Headquarter Management Unit ☐☐☐☐☐☐☐☐	

Cautions: 1. For the scope of the information of this form, except for questions requiring description on relevant overseas information, the rest of questions do not require the information of the overseas branches of your company and the businesses of agriculture, forestry, fishery and husbandry.

[Following fields shall be completed by the enumerator]

2. For those of the unit level of 3, in addition to the information completed on the form for the unit of this location, the unit shall also complete a survey form for the enterprise overall summary information based on the unit of enterprise (level of unit is 8) and a headquarter management unit and its branch unit general status form.

3. Please use black ball pen for writing and select "2" without exceeding the border. For errors during writing, please correct with correction liquid (tape). Numbers shall be written at the right side and the number of 0 shall not be used to representing a blank. Example of form completion: ☐☐☐ 1 2 3 4 5 6 7 8 9 0

1. Organization type	Private	Public	2. Actual business commencement date
	☐ 1. Company ☐ 2. Individual Ownership or Partnership ☐ 3. Others	☐ 4. Company ☐ 5. Non-company & Others	Year ☐☐☐☐ Month ☐☐

3. Product manufactured or operation, service items in 2016

(1)Primary ☐☐☐☐☐☐☐☐☐☐☐☐ Business category code: ☐☐☐☐ [Completed by Enumerator]
(Please enter the product or service item with the greatest sales income or with the use of the greatest number of employees: such as: plastic bowel manufacturing, wholesale or retail of glasses, automobile repair service etc.)

Secondary ☐☐☐☐☐☐☐☐☐☐☐☐ Business category code: ☐☐☐☐ [Completed by Enumerator]
(Shall only enter the item of the major business operation, and shall enter the business with the greater sales income or with the use of greater number of employees)

(2) Primary operation method of manufacturing industry: (Please select one item)
[Shall be completed by those whose primary business is in Manufacturing Businesses (0811-3400) only]
☐ 1. Manufacturing ☐ 2. Repair and installation ☐ 3. Processing service for customers ☐ 4. Production outsourced

4. 2016 Persons Engaged and Salaries
▲Employees include regularly employees, temporarily employees and hourly-charge employees, and regardless of their nationalities.

(1)Employees (excluding those stationed at overseas offices for a long term)**: number of male workers is** ☐☐☐☐ **people and number of female workers is** ☐☐☐☐ **people at the end of year; the full-year salary is** ☐☐☐☐ **dollars.** (Including the base salary, overtime payment, subsidy, all types of bonuses and employee remunerations etc.)

(2) Own-account workers and unpaid family workers [shall be completed by sole proprietorship or partnership organization only]**: number of male workers is** ☐☐ **people and number of female workers is** ☐☐ **people at the end of year; the full-year salary is** ☐☐☐☐ **dollars.**
(Referring to proprietor without permanent salary) (Referring to the cash retrieved and property depreciation of your company)

(For those selecting "1" for the unit level (form heading frame) as independent business operation unit or "8" enterprise unit with branch unit, please continue to answer Questions 5 to 11 below); for other business operators, the following questions are exempted)

5. Status of use of contracted workers and business labor staffing operation in 2016:

(1) During the entire year, has your company signed labor contracts for contracted workers with other companies in order to assign workers to your company and to provide labor services under the work assignment and supervision by your company? (Excluding the manpower of outsourced services)
☐ 1. Yes I During business operation, the maximum number of workers used per month is ☐☐☐☐ people, and the minimum number of workers used is ☐☐☐☐ people; during the month of the use, typically, the number of workers used is ☐☐☐☐ people; ☐ 2. None

(2) During the entire year, has your company signed labor contractors for providing contracted workers to other companies such that the contract workers receive works assigned by the company and are supervised by the company, for which your company collect a service fee? (Manpower not stationed in the subsidiary company)
☐ 1. Yes, during January to December, the maximum number of contracted workers used is ☐☐☐☐ people, and the minimum number contracted workers used is ☐☐☐☐ people; during the month with contracted workers, typically, the contracted workers is ☐☐☐☐ people. ☐ 2. None

6. Status of expenditure, income and actual use of asset at the end of year in 2016

(1) The total amount of all cost expense of the entire year is ☐☐☐☐ **dollars; and the total amount of all incomes of the entire year is** ☐☐☐☐ **dollars**
(All operating and non-operating cost expenses including salary, raw material and fuel consumption, sales or service cost, rent expense etc.) For unit or branch unit in agricultural, forestry, fishery and husbandry, please enter the net value after the income and expense balance calculation)

(2) Is there any accounting record being set up? ☐ 1. At the end of year, the total asset (net value) is ☐☐☐☐ dollars, in which the investment real estate is ☐☐☐☐ dollars. ☐ 2. None
(Including fixed assets for rent or lease and the real estate owned for the purpose of value appreciation)

(3) Is there any rental or lease of fixed asset at the end of year? (such as the rental or lease of land, factory facility, office, machinery, transportation equipment and profit-making devices etc.) ☐ 1. Yes ☐ 2. None

7. Business operation characteristics in 2016

(1) Did your company participate in the following innovative activities? (Innovative activities are not required to be the first in the industry but shall be significantly different from the original technologies of activities of your company)

1. Is there any newly launched or significantly improved **product** or **service (including service process)** in 2016? ☐ 1. Yes ☐ 2. None
(Excluding product appearance change of product transaction without involving technology improvement)
2. Is there any introduction of new or significantly improved **manufacturing process** or **service backend operation** in 2016? ☐ 1. Yes ☐ 2. None
(Including production, inventory management, improvement of delivery method, introduction of new equipment also applicable)
3. Is there any introduction of new or significantly improved **marketing**, **organization strategy** or **management method** in 2016? ☐ 1. Yes ☐ 2. None
(Including the introduction of new information system, organization structure adjustment, and other improvements in financial, human resource, marketing, customer relationship management operations)

(2) Is there any research and development expense? (including capital and cost expenses) ☐ 1. Yes ☐ 2. None

(3) Is there any own brand business operation? (Excluding the brands under agency or brands of group and affiliate company) ☐ 1. Yes ☐ 2. None
(referring to registration of text or image as trademark according to the law and performing sales promotion in the market)

(4) Is there any environmental protection expense? [Shall be completed by those whose primary business is in Industrial Departments (0500-4390) only] ☐ 1. Yes ☐ 2. None
(Referring to the expense of investment on pollution prevention equipment, operation and maintenance expense, outsourcing fee and payment of pollution fee to government etc.; excluding cleaning and maintenance fee)

8. Business operation status digitization status in 2016:

(1) Is there any use of computers or network equipment?

☐ 1. Yes [If "Yes" is selected, please continue to Questions (2)~(5)]

☐ 2. None

(2) Is it used to assist the internal operation?

☐ 1. Yes, ☐ (1) Only used in fundamental operation (Such as personnel salaries, accounting, purchase order handling, procurement, warehouse etc.)

☐ (2) Used in fundamental and management, decision making operations at the same time [Please continue to sub-question (2)A]

(2) A. Are the following systems or technologies used in the management and decision making operation? (Multiple selection applicable)

☐ ①Enterprise Resource Planning (ERP) or Customer Relationship Management (CRM) operation system

☐ ②Cloud computation (Obtained via internet network, excluding free uses)

☐ ③Big Data analysis

☐ ④None of the above

☐ 2. None

(3) Is internet network used for providing business information? (Such as establishment of company website, online advertisement listing, transmission of e-mails etc.)

☐ 1. Yes ☐ 2. None

(4) Is the function of mobile payment provided for sales transaction?

(Mobile payment via QR Code, APP, sensor and other technologies, use mobile devices of cellular phones for direct payment or collection of payment)

☐ 1. Yes ☐ 2. None

(5) Is there any sales via internet network? (Including the use of supply chain procurement system for sales)

(Referring to the use of network to perform order receiving, sales operation on specific transaction platform, network or system including EDI; excluding the mere use of e-mail for product information inquiry, social network for transmitting purchase orders)

☐ 1. Yes, 1A. there is no cross-border sales ☐ (1) Yes ☐ (2) No

1B. there is no use of "Paid by third party" ☐ (1) Yes ☐ (2) No

(Referring to that between the seller and buyer, a network electronic payment platform established by a third party is used to perform the fund collection and payment transfer services for both the seller and buyer in order to ensure the transaction security)

☐ 2. None

9. Cross-border service transaction, investment plan and personnel interaction status in 2016

(1) Did your company engage in service or labor (excluding tangible products) with foreign companies (institutes) throughout the entire year?

(Including construction, transportation, communication, travel, financial, insurance, technology, media creation, management, information, licensing, certification, repair or training etc., but excluding the making of commissions for being an intermediate of transactions)

☐ 1. Yes, ☐ (1) Procurement only ☐ (2) Sales only ☐ (3) Both ☐ 2. None

(2) Does your company assign employees of our nation to overseas for business trips, trainings or works throughout the entire year?

☐ 1. Yes ☐ 2. None

(3) Is there any foreign professionals or employees of foreign companies (institutes) on business trip, training or working in your company throughout the entire year?

(Excluding foreign workers of production operators, labor workers, kitchen staff, care workers etc.)

☐ 1. Yes ☐ 2. None

(4) Is there any one single foreign investment shareholder holding more than 10% (inclusive) of the shares of your company? (Referring to single foreign natural person or foreign legal person shareholders, not applicable to foreign joint fund investment)

☐ 1. Yes, the number of such type of shareholders is ☐☐ people, and the total percentage of shareholding is ☐☐☐ % (round off to integer) ☐ 2. None

(5) Does your company have overseas branch unit at the end of year?

(Referring to overseas branch company and office, not including subsidiary company or affiliate company)

☐ 1. Total of ☐☐☐ companies ☐ 2. None

(6) Is there any single overseas company having control capacity at the end of year?

(Including controls via re-investment through subsidiary company)

(Referring to the party in the company with foreign shareholding, with a shareholding percentage above 50%(inclusive) or shareholding less than 50% but having the capability to control its financial, operation, personnel or lead the decision of the board of directors)

☐ 1. Total of ☐☐☐ companies (Including paper company) ☐ 2. None

For those with the selection of "Yes" in any one of Questions (5) and (6), please continue on Question (7)

(7) Is there any one single company having control capability on your company at the end of year? (Definition of control capability identical to Question (6))

☐ 1. Yes [Please skip to Question 10]

☐ 2. None [Please continue to Question (8)]

(8) Considering the status of your company (including overseas branch units) and all of the domestic and overseas companies directly controlled or controlled via re-investment, is each one of the following businesses mainly operated domestically or overseas? (No multiple selection for domestic and overseas)

	Domestic	Overseas	None
1. Overall cross-border business operation management	☐	☐	■
2. Order receiving, marketing and sales, marketing survey	☐	☐	■
3. Materials, product procurement	☐	☐	☐
4. Research and development or professional technology, knowledge consultation	☐	☐	☐
5. Manufacturing, construction, mining, pollution treatment	☐	☐	☐
6. Product sales or service providing (Including product after-sale service)	☐	☐	☐

10. Product (commodity) export and triangular trade status in 2016

[Shall be completed by operators with the primary business categories of Manufacturing Business (0811~3400), Wholesale and Retail Business (4510~4879) only]

(1) Is there any export business? ☐ 1. Yes ☐ 2. None

(2) For the products (commodity) sold throughout the entire year, is there any outsourcing of production overseas or purchased from overseas companies, and paid directly to the buyer overseas or to the target specified by the buyer? (Excluding transaction of agency between parties only)

☐ 1. Yes, sales income of ☐☐☐ dollars; (sales cost) is ☐☐☐ dollars (For those listing the amount after income and expense balance calculation, please enter the form with the sales income and cost of the original purchase order respectively)

(including the custom declaration fee for raw materials, semi-products etc. provided for domestic export, and the payment of fees for overseas raw materials and all production costs)

☐ 2. None

11. Product sales channel in 2016

[Shall be completed by operators with the primary business category of Wholesale and Retail Business (4510~4879) only]

☐ 1. For operators with wholesale and retail business at the same time, or operators specialized in the business of retail, what are the channels for the product retail? (Multiple selection applicable)

☐ (1) In-store sales (If the service of allowing customers to make phone calls to the store to order products, it shall be deemed as in-store sales) ☐ (2) Sales through television shopping channel ☐ (3) Sales via internet network ☐ (4) Sales via mail order

☐ (5) Sales through vending machine ☐ (6) Direct sales (Multi-layer or signal layer marketing sales) ☐ (7) Others _____

☐ 2. In the business of wholesale only without any retail business

Remarks field

☐ 1. Number of fleet drivers is ☐☐☐ people

[Shall be completed by operators with the primary business category of Passenger and Cargo Transportation Business (4931~4940) only]

☐ 2. Clinic agency code ☐☐☐☐☐☐☐☐☐☐

[Shall be completed by operators with the primary business category of Clinic (8620) only]

☐ 3. Special condition of business operation:

(Please provide description, such as large loss or profit; employing a portion of hourly personnel such that the average salary is

Enumerator	Supervisor	Reviewer	Inspector