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2016 Industry and Services Census
Transportation and Storage
Industry Survey Form B



1. This census is based on the regulation prescribed in Article 20 of the Statistics Act...
2. The information filled in this form is provided for the application of establishing overall industrial development plan and administrative policies.

Organized by DGBAS

Name of Enterprise, Person-in charge, Contact Name, Person completing the form, Facsimile, E-mail, Actual Business Address

- (1) This form is applicable to business operators of using transportation tools to provide marine, land, air passenger cargo transportation...
(2) The investigation subject of this form is based on "Company Unit", if there is any branch unit...
(3) For unit level of 8, in addition to the completion of the information of your company...
(4) The content of this form includes the business records of the departments of financial, accounting, human resource...
(5) In the form, the term "full-year" refers to January 1 to December 31, 2016...
(6) Historical industrial and service business census result website: http://www.dgbas.gov.tw

Table with columns: Census No., Township (Town, City, District), Village (Li), Serial No., Determination No., Form Code, Unit Level, Unified Business No. of Profit-Seeking Business and Withholding Unit, Business Category Code (Primary, Secondary)

Please refer to "Frequently asked questions for form completion" on page 5 before filling the form

The above fields shall be completed by the enumerator

[00] Organization type: [Please select one item]

Other organization: refers to other legal entity organization, such as the companies of credit, production, consumer cooperative unit, farmer and fishermen's association, legal foundation etc.

Table for Organization type with categories: Private (1. Company, 2. Individual Ownership or Partnership, 3. Others) and Public (4. Company, 5. Non-company & Others)

[01] Actual business commencement date: Year [ ] Month [ ]

For those with business commencement date before 1912, please enter January 1, 1912.

[02] 2016 Business operation items:

1. Primary: (Please describe the main business operation content. For example: public intercity bus, other intercity bus, freight forwarder, marine transportation, air freight, custom declaration service, shipping agency, land freight forwarder, marine freight forwarder, air freight forwarder, parking lot management, container and cargo terminal operator, warehouse operation, express delivery service etc.)

2. Secondary: (Please enter items for the main category of business only, and such items entered shall be the ones with greater production, sales, service values)

[03-1] Persons engaged and salaries in 2016:

Persons engaged: refer to the employees receiving salaries at the end of year and currently employed, including workers assigned by manpower staffing agency, foreign workers and workers under cooperative education program as well as Own-account workers and unpaid family workers.

- (1) Employees: refer to the personnel of regularly employed, temporary and hourly workers and proprietor receiving salaries and family relative workers.
(2) Supervisors/ technicians: include supervisors and supervision personnel, professional personnel and technicians (such as drivers of aircrafts or ships and pilots, electromechanical, chief engineer, mechanical, aviation, industrial safety etc. engineers and other professional personnel).
(3) Non-supervisors/ non-technicians: including business supporting personnel, service and sales personnel, assistant professionals, appliance crew, onboard staff including conductor, flight attendants, warehouse personnel, railway and passenger bus drivers, technicians, operators and assembly personnel.
(4) The Payrolls, year-round of 2016 of Own-account workers and unpaid family workers: refer to the proprietors without permanent salaries and family relative workers without pay participating in works at an average of above 15 hours per week in December 2016.
(5) Employees stationed at overseas offices for long time: refer to the employees with the working period of time accumulated to exceed more than half a year or expected to exceed more than half a year at the overseas offices of your company by the end of the year, including branch company, office, subsidiary company and affiliate company.

Payrolls, year-round of 2016:

- (1) Referring to the Payrolls, year-round of 2016 total of the domestic workers, including the base salary, overtime payment, subsidy, all types of bonuses and employee remunerations etc., and also including the salaries paid by the end of year to employees already resigned. However, it shall not include the labor and health insurance expense, welfare subsidy, retirement fund, pension, severance pay covered by the employer. In addition, please do not include the salaries paid to workers stationed at overseas offices for long term.
(2) The Payrolls, year-round of 2016 of Own-account workers and unpaid family workers include the cash and object depreciation value used by the proprietor and its relatives in your company.

Table for Persons engaged and salaries in 2016 with columns: Item(s), Number of persons engaged, end of 2016. (people), Payrolls, year-round of 2016 (dollars)

[03-2] Use of contracted workers status at end of year of 2016:

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 labor of outsourced business)

- 1. Yes. During January to December, a maximum number of [ ] people and a minimum number of [ ] are used per month, and during the month with such uses, typically, [ ] of people are used; the full-year expense is [ ] dollars;
2. No

[03-3] Business labor assignment status at end of year of 2016:

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? (Excluding the labor stationed in subsidiary company)

- 1. Yes. During January to December, a maximum number of [ ] people and a minimum number of [ ] are assigned to other companies per month, and during the month with such assignments, typically, [ ] of people are assigned; the full-year income for the assignment service is [ ] dollars;
2. No

[04-1] Actual asset utilization status at end of year of 2016:

For those with accounts, please enter the values according to the balance sheet of "surplus before allocation" at the end of 2016; If there is accumulated depreciation (consumption) of the assets, allowance evaluation items (such as accumulated loss, accumulated fair value variations, allowance for uncollectible accounts, allowance for reduction of inventory loss etc., please enter the amount after the deduction (i.e. the net value).

For the self-owned fixed assets (including investment property (rent, lend, idle etc.) without accounts, please calculate the net value by subtracting the consumed usages from the market price at the end of 2016 (i.e. the price amount to be paid for purchasing the same type of asset at the present time), and please enter the result (if the market estimation cannot be obtained, the estimation can be obtained from the current taxation listed on the house tax, and the announced land current value for the land for estimation respectively).

For assets of overseas branch unit, please enter such assets in the "Overseas" item of "Long term investment"; for assets of domestic branch units in agriculture, forestry, fishery and husbandry etc., please enter such assets in the "Domestic" item of "Long term investment".

Table for Actual asset utilization status at end of year of 2016 with columns: Item(s), Amount (dollar). Includes categories like Current asset, Fixed asset, Investment property, Long term investment, Net value of intangible asset, Other assets, Total asset (net value), Rented or borrowed fixed asset.

Please continue on page 2

**[04-2] Self-owned fixed asset increased, abandoned and sold in 2016**

- ▲ Including investment property and fixed asset pending for sale, and the rent asset rights improvement; please enter into relevant items according to the land, building or equipment.
- ▲ For the "increased" part, please calculate based on the cost of acquisition, including import tax and transportation expenses.
- ▲ Excluding fixed assets increased due to merger, and the fixed asset domination as well as the increased/decreased value after re-estimation.
- ▲ Excluding the changes of the self-owned fixed assets of overseas branch units and branch units in agriculture, forestry, fishery and husbandry etc.
- ▲ Re-classification refers to the asset item offsetting performed for uncompleted construction, pre-paid equipment not yet completed or delivered etc.

Item	Increased (dollars) <small>(Including the construction, purchase, expansion, improvement and large repair, but excluding re-classification)</small>	Abandoned (dollars) <small>(List according to the remaining account value)</small>	Sold (dollars) <small>(List according to the sale price)</small>
Land <small>(Including land advance payment)</small>	(1)		
Land improvement and other construction <small>(Including development value)</small>	(2)		
Facility warehouse, dormitory and business office	(3)		
Transportation equipment	(4)		
Machinery, electrical and mechanical and miscellaneous equipment	(5)		
Construction in progress and prepayments for equipment	(6)		
Others <small>[For those not belonging to (1)-(6), please enter into this item]</small>	(7)		
<b>Total</b> <small>[(1)-(7)]</small>	(8)		

**[04-3] Inventory and material stock at the beginning of year of 2016 is \_\_\_\_\_ dollars.**

- ▲ Please enter estimation according to the original cost of acquisition based on actual stocktaking, and please do not deduct the allowance evaluation loss.

**[05] Full-year incomes in 2016:**

- ▲ Please enter according to the accrual basis of accounting, including account receivables but not yet received, but excluding pre-collected amounts.
- ▲ After the income and expense balance calculation of overseas branch units and branch units in agriculture, forestry, fishery and husbandry etc., if the result is a surplus please enter into the item of "Investment gain and earnings of selling assets".
- ▲ For the income of collections and payments of transfers of transportation supporting business, please indicate the net value by deducting the expense for collections and payments of transfers, and enter such net value in the item of "Commission income".

Item(s)	Amount (dollar)	
Operating Revenues	Passenger transportation income (01)	← Tourist bus or commute vehicles with drivers shall be included in this item.
	Cargo transportation income (02)	← For logistics distributors, if the service is mainly for goods transportation, please also fill it in this item.
	Postal service income (03)	← This field is to be filled by the postal service operators only.
	Transportation equipment rental income (04)	← Referring to the rental income for the rental business of transportation equipment including containers.
	Warehouse income (05)	← For logistics distributors, if the service is mainly for warehouse service, please also fill it in this item. Refrigeration storage income accounts for approximately (19) _____ %.
	Custom declaration income (06)	
	Commission income (07)	← Including the income of business agency, agent and brokerage for shipping agency, land, marine, air cargo freights etc.
	Income of sale of secondary products (08)	← If numbers are entered into this item, then Item (05) of Question [08] shall be filled with the cost expense.
	Income of loading and unloading cargos (09)	
	Transportation service income (10)	← Including relevant transportation service income of the express delivery, home delivery, salvage, container freight, tally, notarization, towing, airport, berth port and parking lot management etc.
	Other operating revenues (11)	
	<b>Sub-total Of Operating Revenues</b> <small>[(01)-(11)]</small>	(12)
Non-operating revenues	Rental income (13)	← Including income from interests of stocks and notes.
	Interest income (14)	← Referring to the profit earned from investments, including evaluation profit, dividend income and profit exceeding the book net value of sale price of property sale.
	Investment gain and earnings of selling assets (15)	← Including exchange gain, licensing fee income, gain on disposal of assets and government subsidies.
	Other non-operating revenues (16)	
	<b>Sub-total of non-operating revenues</b> <small>[(13)-(16)]</small>	(17)
<b>Total of income</b> <small>[(12)+(17)]</small>	(18)	

**[06] Full-year innovative activities in 2016:**

- ▲ An innovative activity does not need to be first in the industry, but it shall be significantly different from the original technology or activity of your company.

Item(s)	Yes	No
1. Is there any new service or service with significant technology improvements is launched in 2016? ▲ Including service items, contents, and service processes (such as: the improvement of package collection, payment method etc.).	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there any introduction of new service of service with significant technology improvement for backend operations introduced in 2016? ▲ Referring to new or significantly improved technologies, operation methods or new type of equipment, provided for transporting passengers or storing, managing and delivering goods. For example: Online warehouse process tracking etc.	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there any new or significantly improved marketing, organization strategy or management method introduced in 2016? ▲ Referring to the introduction of new information system or method to assist the internal management operation, such as financial, human resource, marketing, customer relationship management, strategic alliance, organization decision making, knowledge management etc.	<input type="checkbox"/>	<input type="checkbox"/>

**[07] Is there any own brand business operation in 2016?**

- ▲ Referring to the registration of text or image into trademark according to the law, and marketing for sale in the market; Excluding distributed brand or brands of other groups, affiliate companies.

1. Yes  
 2. No

**[08] Full-year costs and expenses in 2016:**

- ▲ Please enter according to the accrual basis of accounting, and it shall include the payable accounts not yet paid, but excluding advance payments and temporary payments as well as operational capital expenses, such as the expense for the purchase of land or machinery equipment, new construction, large repair of machines etc. For the expenses of manufacturing, marketing, management and research and development etc., please enter into the appropriate items according to their classes.
- ▲ After the income and expense balance calculation of overseas branch units and branch units in agriculture, forestry, fishery and husbandry etc., if the result is a loss, please enter into the item of "Investment loss and loss of selling assets".

Item(s)	Amount (dollars)		
Operating Expenditures	Fuel consumption total value (01)	← Referring to the fuel expense consumed for the transportation tools of freights and operations for the full year including inventory gain and loss. For the fuel expense consumed by the transportation tools of employee commutes, please enter it in the (30) "Other operating expenditures".	
	Material consumption total value (02)	← Referring to the full-year operation actual consumption value, including import tax, storage and transportation expense, meal expense of onboard passengers and inventory gain and loss.	
	Water, electric and gas expense (03)	← Referring to the water, electric, gas expenses of electric multiple units, repair shops, ports, airports and other general business, offices etc. Where the water expense accounts for approximately (37) _____ %, electric expense accounts for approximately (38) _____ %.	
	Transportation equipment rental expense (04)	← Referring the rental expense for renting transportation tools (including containers).	
	Sales cost for the sale of secondary products (05)	← Referring to the sales cost for the sale of secondary products or consignment products (including inventory gain and profits).	
	Salary, retirement and pension, severance pay, welfare expense (06)	← Including the Payrolls, year-round of 2016 total in Question [03-1] and the non-salary remuneration (such as retirement fund, various insurance fee, severance pay, employee welfare allocation and other welfare expenses).	
	Rental expense <small>(Excluding transportation equipment rent)</small> (07)	← Referring to the rental expense of land, house and various equipment, where the pure land rental expense accounts for approximately (39) _____ %, business office and warehouse rental expense accounts for approximately (40) _____ %.	
	Stationery, books and magazine expense (08)		
	Business trip expense (09)	← Where the book and magazine expense accounts for approximately (41) _____ %.	
	Transportation expense (10)	← For those already included in the transportation expense of the material purchase cost, no repeated listing shall be made.	
	Postal fees (11)	← Including the internet network and cable rental expense. Where the postal service fee (including express mail fee) accounts for approximately (42) _____ %.	
	Repair and Maintenance (12)	← Excluding the large Repair and Maintenance listed under the capital expense, and the self-maintenance and Repair and Maintenance of your company shall not be listed repetitively. Where the transportation equipment Repair and Maintenance accounts for approximately (43) _____ %, business office and warehouse Repair and Maintenance accounts for approximately (44) _____ %.	
	Advertisement expense (13)		
	Property insurance expense (14)	← Including transportation equipment accident insurance, but excluding the health insurance and public (labor) insurance fee covered by the employer.	
	Entertainment expense (15)	← Including conference, banquet and entertainment expenses.	
	Private transfer payments and bad debt losses (16)	← Including donations, relieves, compensations, scholarships, default fine, penalties and various uncollectible accounts etc.	
	Transfer payments to government (17)	← Including gifts for troops, donations, penalties and local community event expense etc.	
	Taxation and official fees <small>(Excluding the income tax and export tax)</small> (18)	← Including non-value added business tax.	
	Depreciations (19)	← Including depreciation of investment property.	
	Exhausts and amortizations (20)		
	Commission expense (21)	← Including the commission paid for promotion, consignment, introduction and brokerage and purchase of materials or properties.	
	Pallet and warehouse expense (22)	← Referring to the fees paid for entrusting warehouse business operators to store goods.	
	Domestic port and airport usage and loading/unloading expense (23)	← Including the expense of labor fee, and pilotage, transfer, navigation, parking, loading and unloading, water supply etc.	
	Overseas port and airport usage and loading/unloading expense (24)		
	Highway toll fees (i.e. ETC) (25)		
	Bank service fee (26)	← Referring to the fees paid for the services of acceptance, exchange, guarantee, custody, trust offered by the bank.	
	Outsourced cleaning fee (27)	← Referring to the fees paid for entrusting other companies to clean or handle pollutants generated during the environmental sanitary and operation processes.	
	Reduction of inventory loss (or gain from value recovery) (28)		
	Other service fee (29)	← Including the fees paid for membership fees, lawyers, accountants, bookkeepers, land administrative agent and use of contracted workers.	
	Other operating expenditures (30)	← If the value in this item exceeds 1% of the total expense, please indicate the name and amount of the large expense in the remarks field.	
<b>Sub-total of operating expenditures</b> <small>[(01)-(30)]</small>	(31)		
Non-operating expenditures	Interests expense (32)	← Where the expense for the interests on the financial institute loan account for approximately (45) _____ %.	
	Investment loss and loss of selling assets (33)	← Referring to the loss including evaluation loss caused by investments in financial products and stock investment under equity method, and the loss of sale price of property sold under book net value.	
	Other non-operating expenditures (34)	← Including disaster loss, exchange loss, asset impairment loss, business suspension and power shortage loss and other non-operating expenditures.	
	<b>Sub-total of non-operating expenditures</b> <small>[(32)-(34)]</small>	(35)	
	<b>Expense total</b> <small>[(31)+(35)]</small>	(36)	



[09] Full-year intangible investment amount in 2016:

- ▲ Intangible investment or direct or indirect investment in activities helpful to improve the company competitiveness.
- ▲ Cost and capital expense amount, referring to items related to the full-year cost expense in Question [08] and the Actual asset utilization status at the end of year in Question [04-1] respectively.
- 1. Research and development: cost expense \_\_\_\_\_ dollars, capital expense \_\_\_\_\_ dollars.
  - ▲ Including the expenses of the affairs fee, human resource fee, maintenance fee, material fee and outsourced research and development fee etc. of the research and development department; the capital expense includes the purchase of fixed assets of machinery and equipment for research and development purposes, and related intangible assets, such as patent rights etc.
- 2. Employee training cost expense \_\_\_\_\_ dollars, capital expense \_\_\_\_\_ dollars.
  - ▲ Including the cost expense of the instructor fee and place rental fee for conducting the training, application fee for training assignment, human resource and affairs of training department; the capital expense includes the land, building, machinery and equipment etc. of the employee training department center.
- 3. Marketing: cost expense \_\_\_\_\_ dollars, capital expense \_\_\_\_\_ dollars.
  - ▲ Including the cost expense of advertisement, market research, package design, entertainment and the human resource as well as affairs of marketing department; the capital expense includes the hardware equipment and brand merger of the marketing department.
- 4. Computer software, database: (Including the purchase cost and rental fees of each department, but excluding hardware expense) cost expense \_\_\_\_\_ dollars, capital expense \_\_\_\_\_ dollars.
  - Where the rental fee percentage is \_\_\_\_\_ %.
  - Where the payment to overseas percentage is \_\_\_\_\_ %.
  - payment to overseas percentage is \_\_\_\_\_ %.

If there is computer software and database expense in the above 3 items, please enter the expense in the [computer software, database] item.

[10] Full-year professional and technology transaction amount in 2016:

- ▲ Referring to the purchase (sale) and licensing of trademarks, dealerships, patent rights, and the professional technology cooperation and transfer through contract engagement; Excluding: financial, commercial, managerial and legal technical assistance, licensed use of media products (including data within the scope of copyright, and the transaction of design and software).
- ▲ Non-outright purchase refers to that the licensor and the licensee engage in self-defined contract and use the percentage of the product quantity or sale price as the basis for price calculation, which also includes the action of the transaction in lease form.

Item(s)		Domestic (dollars)	Overseas (dollars)	
Professional technology	Sale (1)			
	Purchase	Patent rights and trademark (including dealership) Outright purchase (2)		
		Non-outright purchase (3)		
		Professional technology and technical service (non-patent) (4)		
	Where the total amount of Items (2), (3), (4) used for research and development purpose is _____ dollars. (Excluding trademark and dealership)			

[11] Business operation status digitization status in 2016:

Item(s)	Yes (Please select or complete the following information)	No (Please select)
1. Is computer or network equipment used?	<input type="checkbox"/>	<input type="checkbox"/>
↓ If "Yes" is selected, please continue to complete the following usage condition		
2. Is it used to assist the internal operation? ▲ Foundation operations: referring to the arrangements on the human resource, salary, accounting, purchase order records, inventory, operation scheduling etc. that are helpful in simplifying the internal operations. ▲ Management and decision making operations: except for the foundation operation, referring to operations with the further use of electronic systems to assist the internal management, including cost and profit analysis, product sale and inventory management, production planning, MRP material requirement planning, sales trend forecast, budget, human resource planning, knowledge management, decision analysis etc.	<input type="checkbox"/> (1) Only used in the foundation operation <input type="checkbox"/> (2) Used in foundation and management, decision making operations (Please continue to (2)/A)  (2) A. Does the management decision operation use the following system or technology? (Multiple selection applicable) <input type="checkbox"/> ① Enterprise resource planning (ERP) or customer relationship management (CRM) operating systems <input type="checkbox"/> ② Cloud computation (Obtained via internet network, excluding free use) <input type="checkbox"/> ③ Large data (Big Data) analysis <input type="checkbox"/> ④ None of the above	<input type="checkbox"/>
3. Is business information provided via network? ▲ For example, the establishment of company website including social website, online advertisement listing, e-mail transmitting business information etc.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is mobile payment function for sales transaction provided? (Excluding network 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.	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there sale via network? ▲ 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. ▲ Third party payment refers 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.	(1) Full-year transaction amount is _____ ten-thousand dollars, where the percentage of sale to general public (family) is _____ % (2) Is there any cross-border sale? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No (3) Is third party payment used? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	<input type="checkbox"/>

[12] Cross-border service transaction, investment plan and personnel interaction status in 2016:

Item(s)	Yes (Please select or complete the following information)						No (Please select)		
1. Is there any transaction of service or labor (Excluding tangible products) with overseas companies throughout the 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.	<input type="checkbox"/> (1) Purchase only <input type="checkbox"/> (2) Sale only <input type="checkbox"/> (3) Both						<input type="checkbox"/>		
2. Is there any assignment of domestic employees for business trips, training or working at overseas?	<input type="checkbox"/>						<input type="checkbox"/>		
3. Is there any foreign professional or foreign company (agency) worker on business trip, on training or working at your company throughout the year? (Excluding the foreign workers of production operators, labor workers, kitchen workers, nursing workers etc.)	<input type="checkbox"/>						<input type="checkbox"/>		
4. Is there one single foreign shareholder holding more than 10%(inclusive) of the shares of your company at the end of the year? ▲ Referring to a single foreign natural person or foreign legal shareholder, excluding foreign joint fund investment	The number of such type of shareholders is _____	Regional distribution of shareholding percentage (Please enter the regional distribution of the shareholding percentage listed on the right for the location of such type of shareholder)	Total %	China (Including Hong Kong, Macau) %	Asia (Excluding China) %	America %	Europe %	Other regions %	<input type="checkbox"/>
5. Is there any overseas branch unit at the end of the year? ▲ Referring to the branch company or office established overseas, excluding subsidiary company or affiliate company.	Total _____ units (Please continue to enter the regional distribution on the right)		China (Including Hong Kong, Macau) Units	Asia (Excluding China) Units	America Units	Europe Units	Other regions Units		<input type="checkbox"/>
6. Is your company having the control capability over the single overseas company? ▲ Including direct control or control through re-investment of subsidiary, including paper 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.	Total _____ units (Please continue to enter the regional distribution on the right)		China Units	Asia Units	America Units	Europe Units	Other regions Units		<input type="checkbox"/>
7. Is there any one single company having the control capability over your company? ▲ The control capability refers to the party having more than 50%(inclusive) of shares of your company, or having shares less than 50% but having the control on the financial, operation, human resource of your company or lead the decision of the board of directors. <input type="checkbox"/> (1) Yes (Please skip and continue on Question [13]) <input type="checkbox"/> (2) No (Please continue to Question 8 on the right)									
8. In view of the status of your company (Including overseas branch unit) and all of the domestic and overseas companies under direct controls or controls via re-investments, is the business mainly within the nation or overseas? (Domestic, overseas, multiple selection not permitted)									
	(1) Overall international business operation management (Including the decision affairs of financial, human resource, operation direction etc.)		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
	(2) Order receiving, marketing, market survey		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
	(3) Material and product procurement		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input type="checkbox"/>				
	(4) Research and development or professional technology, knowledge consultation		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input type="checkbox"/>				
	(5) Manufacturing, construction, mining, pollution treatment		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input type="checkbox"/>				
	(6) Product sale or service providing (Including product after-sale service)		Domestic <input type="checkbox"/>	Overseas <input type="checkbox"/>	No <input type="checkbox"/>				

If "Yes" selected for any one of the Questions 5 and 6, please continue to Question 7

**[13] Full-year fuel and material variation status in 2016:**

- ▲ Referring to the detail contents indicated in the times of (01) "Fuel consumption total value" and (02) "Material consumption total value" in Question [08]. For the large materials not listed, please enter them in the blank field.
- ▲ The value of each item shall be calculated based on the purchase cost.
- ▲ If this form is not sufficient for use, please use papers of the same format for completion and attached to this form. If storage media is provided for the information of this survey, please submit the information according to this form to the enumerator.

[Calculate the distribution ratio based on the material purchased value]

Unit: dollars

Fuel and material name	No.	Carrying value at the beginning of year of 2016 (1)	Full-year material purchased value (2)	Full-year consumption value (Including loss and inventory gain and loss) (3)	Full-year sales cost and capital transfer expense value (4)	Carrying value at the end of year of 2016 (5)=(1)+(2)-(3)-(4) (5)	Full-year material source distribution ratio (%)				
							Direct import	Trading and wholesaler	Manufacturer	Retailer	Total
Fuels	Gasoline	001									100
	Diesel oil (Including marine transportation diesel)	002									100
	Flight fuel	003									100
	Lubricant agent	004									100
	Fuel oil (Including ship fuel)	005									100
	Kerosene	006									100
	Coal	007									100
											100
											100
											100
Total	099			①							
Material	Rails	101									100
	Sleepers	102									100
	Metal tools and devices	103									100
	Steel cables and ropes	104									100
	Electric wires and cables	105									100
	Rubber inner tires	106									100
	Rubber outer tires	107									100
	Paints and coatings	108									100
	Light bulbs	109									100
	Lighting fixtures	110									100
	Railway transportation equipment components	111									100
	Automobile components	112									100
	Motorcycle components	113									100
	Ship components	114									100
	Airplane components	115									100
	Fresh-water for ships	116									100
	Distilled water, packaged drinking water, beverages	117									100
	Food and meal outsourced	118									100
	Cleaning products	119									100
											100
										100	
Total	199			②							

Note: 1. In the form, the "Full-year material purchase value" includes the values of the fuel filled at the overseas port and airports, materials and fresh-water for ships, foods etc. For the source of the material, please list it as direct import.  
 2. In the field of "Full-year consumption value" in the form, the total of the ① fuel and materials shall be respectively equal to the items (01) and (02) in Question [08]

**Remarks**

Number fleet drivers is  people [this field shall only be completed by intercity bus business operators, intercity freight business operators (4931~4940) only]

Enumerator	Supervising Reviewer	Inspector

# 2016 Industry and Services Census

## Frequently asked questions for form completion

### Question 05 [Full-year incomes in 2016]

#### Q1: How to complete the form for business operators of logistics distributors?

- A: According to the actual business content, it can be divided into 2 types:
- (1) For the business operators with the main business of transportation service along with the warehouse and simple handling services, the main income shall be entered in the item "(02) Freight income" of this question.
  - (2) For the business operators with the main business of warehouse service along with the simple handling services of such as sorting, classifying and packaging etc., the main income shall be entered in the item "(05) Warehouse income" of this question.

#### Q2: If the transportation business operator also operates network sales at the same time, which items shall be entered for the network sales income?

- A: If the transportation business operator also operates network sales, then the network sales income shall be entered in the secondary product sales income; if it belongs to the consignment with transportation, then it shall be entered into the items of freight income and commission income respectively; in case where it cannot be separated, then they shall be listed under the freight income.

### Question 06 [Full-year innovative activities in 2016]

#### Q1: What is the difference between "service innovation" and "service backend operation innovation"?

- A: Service innovation refers to the offering of more diverse service items or more convenient service processes in order to expand customer ranges and increase customer satisfaction, such as second-hand bookstore transforming into compound operation by providing reading and catering services, or catering business operators introducing the mobile payment etc. As for the service backend operations, they refer to relevant operations for providing services but not having no direct contacts with the customers, and the innovative activities include the introduction of new function equipment or operation method in order to achieve the goals of increase of operation efficiency and reduction of costs, such as the introduction of navigation system to improve the delivery operation efficiency.

#### Q2: If the company introduces a new warehouse distribution management system to increase the product distribution efficiency, does it belong to the innovation of service backend operation?

- A: This question is mainly to understand the company technology innovation status, and any methods of new technologies to perform improvement of transportation and warehouse used in 2016, and any introduction of technologies, purchase of new model of machinery equipment to increase the operation efficiency etc. all fall into the innovation scope of this question.

#### Q3: Which type of marketing method introduced or utilized by the company is considered as innovative activity?

- A: The company establishes the Facebook fans club in 2016 or designs LINE images for the first time, or establishes the company, brand account on Instagram, or uses the micro-film method to promote the company or company products for the first time, or purchases keyword advertisements online for the first time; as long as new marketing techniques different from the past is used for the first time in 2016, such techniques belong to the marketing innovative activities.

### Question 08 [Full-year costs and expenses in 2016]

#### Q1: The company financial statement includes two main parts of operating cost and operating expenditures, which items shall such cost and expense be entered on the

- A: The operating expenditures in this question includes the operating cost incurred during the company operation, such as the transportation cost, labor cost, repair cost etc., and the operating fees of such as management, promotion and general affairs etc. Please enter each item on the financial statement according to the classification principle for each item into their corresponding fields. For example: The 2016 annual operating cost of the company lists that the employee salary is 1,000,000 dollars, and the operating expenditures lists the salary and retirement pension of 2,000,000 dollars, then for item (06) "Salary, retirement and pension fund, severance pay, welfare expense" in this question shall be entered with the amount of 3,000,000 dollars (1,000,000 dollars +2,000,000 dollars)

#### Q2: How to list the transportation expense?

- A: Referring to the marine, land and air transportation fees paid for the cargo carried or various types of materials, fuels, objects or properties purchased, but excluding the fees incurred by using self-owned vehicles of the company for transportation and the transportation fee already included in the delivery cost. For business operators in shipping agency or freight operation without own transportation tools, the fees paid to other shipping companies for transportation shall also be entered into this item.

### Question 09 [Full-year intangible investment amount in 2016]

#### Q1: For the computer software and database purchased for research and development works, which item shall be filled in?

- A: Please enter the two items of "Research and development" and "Computer software, database" according to the cost and capital expenses. Similarly, if there is any relevant expense on "Computer software, database" for "Employee training" and "Marketing", please also enter into the item.

#### Q2: How to calculate the capital expense? If the asset purchased is merely provided for the uses of research and development, employee training etc., shall it be entered in the form?

- A: For the capital expense, please enter all expenses purchased in 2016, and please do not deduct the depreciation. If there is any sharing with other works not belonging to the intangible investment item, please list them in proportional to the actual uses.

#### Q3: If the asset purchased is provided for "Research and development", "Employee training" or "Marketing" at the same time, which field shall the expense amount be entered into?

- A: The expense amount shall only be filled into the item of the primary usage and purpose.

### Question 11 [Business operation digitalization status in 2016]

#### Q1: The company has the enterprise resource planning ERP operating system but it is only equipped with some functions, should this be considered to belong to the use in foundation and management, decision making operations?

- A: The enterprise resource planning (ERP) operating system involves great aspects and its function is extremely powerful. General medium and small companies would first establish early stage operating system, followed by expanding the system functions gradually according to the company operation status. However, regardless the level of construction of the company, as long as it is established with the enterprise resource planning (ERP) operating system, it belongs to the use in the foundation and management, decision making operations.

#### Q2: When a company self-purchased servers, information equipment in order to construct a cloud system, should the item of "Cloud computation" of this question be selected?

- A: No selection should be made. The cloud computation in this question refers to the (payment) and the computing resource obtained from the external via internet, such as payment to Amazon, Microsoft, Google, Chunghwa Telecom...etc. cloud vendor to purchase cloud data storage space, mainframe, software or information system etc. Therefore, the cloud computing resource self-constructed by the internal of the company does not belong to the scope of this question.

#### Q3: When the company sales product or service via network, does the function of the use of online credit card for payment belong to mobile payment?

- A: Mobile payment refers to the transaction payment via mobile devices of cellular phone, tablet computer etc., such the use of QR Code scanning or the use of specific mobile payment tools, such as LINE Pay, Apple Pay, Android Pay, Allpay etc. for direct payments. If only the function of allowing consumers to enter credit card number online manually, it does not belong to the mobile payment.

**Question 12 [Cross-border transaction, investment planning and personnel interaction status in 2016]**

**Q1: How calculate the foreign shareholder total shareholding percentage?**

A: It only requires the sum of all individual foreign shareholders with more than 10% of company shares; if the shareholder is a mutual fund, then the shareholding percentage shall not be included in the calculation. For example: 4 foreign shareholders of A, B, C and D hold the company shares of 25%, 15%, 12% and 1% respectively, where A is a food manufacturing company, B is a mutual fund, C and D are natural person, then only the 2 shareholders of A and B are calculated, and the shareholding percentage total shall be 37% (25%+12%).

**Q2: Does not an international company with domestic and foreign business allocations include the subsidiary company, affiliate company or branch company overseas? If its businesses operated in both domestic and overseas, how to make selection on the form?**

A: The question here is mainly to understand the international business allocation distribution status of international business group; therefore, different from other questions, the form shall be completed based on the aspect of "overall international business group", which includes all domestic and overseas branch companies, subsidiary companies and re-investment businesses under the group invest and controlled by the company. If the business is operated in both domestic and overseas, then it shall be based on the business with high economic value contribution domestically or overseas, and either "Domestic" or "Overseas" shall be selected. For example: A company is a domestic clothing trader, and since 2006, the company establishes subsidiary companies B, C and D in USA, China and Vietnam respectively, where B subsidiary company is responsible for the design of clothing styles, C and D are responsible for manufacturing of clothes and self-purchase of the raw materials required for production, whereas A company is responsible for receiving orders and managing the entire group operation decisions, then the selections shall be made as follows:

Question	Domestic	Overseas	No
(1) Overall international business operation management	V		
(2) Order receiving, marketing, market survey	V		
(3) Material and product procurement		V	
(4) Research and development or professional technology, knowledge consultation		V	
(5) Manufacturing, construction, mining, pollution treatment		V	
(6) Product sale or service providing			V

**Question 13 [Full-year fuel and material variation status in 2016]**

**Q1: How to calculate the full-year material purchase value?**

A: If it is a domestic product, it shall include the purchase cost and all material storage and transportation, insurance fee etc. If it is a directly imported material, the price shall be calculated based on the Cost, Insurance and Freight (CIF) method along with the import tax and domestic transportation and warehouse fee.

**Q2: How to calculate the full-year material source distribution ratio? What does "direct import", "trading and wholesaler" and "Manufacturer" mean?**

- A:
- (1) Shall be calculated by using the "Full-year material purchase value" as 100%.
  - (2) "Direct import": referring to the direct purchase from overseas, including fuel, materials and fresh-water for ship, food etc.
  - (3) "Trading and wholesaler": referring to the trader and wholesaler in the business of product import and export, or agencies for foreign products.
  - (4) "Manufacturer": including the domestic public and private business agencies and agricultural, fishery business manufacturers.