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Reference Date: December 31, 2016



2016 Industry and Services Census
Financial and Insurance Activities
Industry Survey Form B
Organized by DGBAS



1. This survey is conducted according to the regulation prescribed in Article 20 of the Statistics Act...
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.

Name of Enterprise (Please enter full name)
Person-in charge
Contact Name
Person completing the form
Facsimile ( )
Tel. ( )
E-mail

Actual Business Address
County, Township, City, Vil., Rd., St., Sec., Lane, Alley, No., F., Rm.

(1) This form is applicable to the operators in the businesses of holding business, other financial service business of financial leasing, private financing, pawn, security and finance, credit card issuance etc., insurance business, insurance intermediary business insurance agency (including insurance department of farmer and fishermen's association), brokerage, notary, security business security company, security exchange house, over-the-counter security exchange, security collective preservation, futures business, futures company, futures exchange house etc., financial intermediary business investment consultant, building manager, credit card transaction authorization and liquidation service, checks cleaning house, electronic ticket agency, electronic payment agency, third party payment service etc., central bank, credit department of farmer and fishermen's association, agricultural bank, postal remittance and saving business remittance saving as well as compulsory social security etc.
(2) The investigation subject of this form is based on "Company Unit", if there is any branch unit, the number entered in this form shall include the information of the headquarter management unit and all of its branch units. Except for questions requiring description on relevant overseas information, the rest of questions do not require the information of the overseas branch units of your company and the branch units in the businesses of agriculture, forestry, fishery and husbandry.
(3) For unit level of 8, in addition to the completion of the information of your company, your company shall also complete a census form for general management unit of the unit level of 3) based on the unit of location, and a general status form for the general management unit and its branch units.
(4) The content of this form includes the business records of the departments of financial, accounting, human resource, warehouse and general affairs of your company. Please cooperate with the enumerator to complete the form by the specified form collection date, or please complete the form online at (https://enterprise.dgbas.gov.tw/ICS); alternatively, please provide information to the enumerator for completing the form for your company.
(5) The term of "full-year" in the form refers to the period of January 1 to December 31 of 2016. The term of "end of year" refers to the date of December 31, 2016. For the settlement period not in calendar years, the latest year can be used for the settlement instead.
(6) Historical industrial and service business census result website: http://www.dgbas.gov.tw -> government census -> statistics section of DGBAS -> industrial and service business census

Table with 4 columns: Census No., Township (town, city, district), Village (li), Serial No., Determination No.

Table with 4 columns: Form Code, Unit level, Unified Business No. of Profit-Seeking Business and Withholding Unit, Business category code (Primary, Secondary).

※Before filling in the form, please refer to the "Frequently Asked Questions for Form Completion" on page 4 first.

【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. 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】 Business operation item in 2016:

1. Primary: (Please describe the content of the primary business operation, for example: financial leasing, car loan, private financing, investment business, credit card issuance, life insurance, insurance brokerage 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 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. (Excluding sales under contracted relationship, the use of manpower employed by other company and works in your company, or the personnel of directors, supervisors, council members and consultants only receiving remunerations but not actually participating in business operation and employees stationed at overseas office for long term).

- (1) Employees: refer to the personnel of regularly employed, temporary and hourly workers as well as proprietor receiving salaries and family relative workers.
(2) Supervisors/ technicians: include supervisors and supervision personnel, such as General Manger and personnel above the ranking of Section Head, professional personnel and technicians, such as financial research and professional analysis personnel, program designer etc.
(3) Non-supervisors/ non-technicians: including assistant professional personnel, such as insurance sales, security traders, credit checking, personnel of professional and technical consulting service etc., office supporting personnel, drivers and genitors etc.
(4) Own-account workers and unpaid family workers: refer to proprietors without permanent salaries and family relative workers participating at work for an average of above 15 hours per week in December 2017 without receiving salary payment.
(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 health insurance expense, welfare subsidy, retirement fund, pension, severance pay etc. 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 manpower of outsourced business)

- 1. Yes. During January to December, a maximum number of people and a minimum number of people are used per month, and during the month with such uses, typically, of people are used; the full-year expense is dollars;
2. None

【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? (Manpower not stationed in the subsidiary company)

- 1. Yes. During January to December, a maximum number of people and a minimum number of people 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. None

【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 or 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. and the part pending for sale, 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 estimation respectively; 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 (dollars). Includes categories like Current asset, Fixed asset, Loan, Investment Property, Long term investment, Net value of intangible asset, Other assets, Total asset, Rented or borrowed fixed asset.

**[04-2] All incomes throughout the year of 2016:**

- ▲ Including investment property and fixed asset pending for sale, and the rent asset rights improvement; please enter in 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(s)	Increase (dollars) <small>(including the construction, purchase, expansion, improvement and large repair, but excluding re-classification)</small>	Discarded (dollars) <small>(Please list according to the remaining account value)</small>	Sold (dollars) <small>(Please 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)			
Business office, warehouse, dormitory (3)			
Transportation equipment (4)			
Machinery, electromechanical and miscellaneous equipment (5)			
Uncompleted construction and pre-paid equipment (6)			
Others <small>[For those not belonging to (1)-(6), please enter in this item]</small> (7)			
Total [(1)-(7)] (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 income 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.
- ▲ 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 in the item of "Investment gain and earnings of selling assets".

Item(s)	Amount (dollars)	
Operating Revenues	Loan and cash discount interest income (01)	<ul style="list-style-type: none"> <li>Referring to the interest income of loans, cash discount, import/export negotiation and fund deposit etc.</li> <li>Including the interest income from the gain and loss based on fair value measurement recorded, interest income from the fair value hedging, financial product bill interest, interest income from capital lease of financial leasing business etc. Non-operating interest income shall be entered in item (13).</li> <li>Income from the fees collected for various types of services, including handling fee, consultation fee, transfer fee, guarantee, custody, membership fee, brokerage fee and management fee. Where the security transaction handling fee income accounts for approximately (18) _____%, and futures transaction handling fee income accounts for approximately (19) _____%.</li> <li>Referring to the income of the insurance business operators collected from the insurance fees paid for the insured person or object, participating in the insurance, including personnel, property and reinsurance income. Where the reinsurance income accounts for approximately (20) _____%, property insurance fee income accounts for approximately (21) _____%.</li> <li>Referring to the various reserves for collecting lodgment by the insurance business operators, including the insurance liability, undue insurance fee, reinsurance liability reserve, compensation reserve and insurance special reserve etc.</li> <li>Indemnity and payment shared for reinsurance business.</li> <li>Referring to the gain from the purchase and sale of operating financial products and economical interest method equity investment, including evaluation gain, and the gain from real estate investment, please enter the net value calculated by deducting the cost from the investment income.</li> <li>Referring to the income from the agency and brokerage of various businesses. Where the commission income from the insurance agency and insurance brokerage accounts for approximately (22) _____%.</li> <li>If a number is entered in this item, then item (01) in Question [08] shall be entered with the cost expense.</li> </ul>
	Other operating interest income (02)	
	Service income (03)	
	Insurance fee income (04)	
	Insurance collection reserves (05)	
	Shared reinsurance indemnification and payment (06)	
	Operating investment profit (07)	
	Commission income (08)	
	Sales income from the sale of secondary products (09)	
	Other business income (10)	
	Sub-total of operating revenues [(01)-(10)] (11)	
Non-operating revenues	Rental income (12)	<ul style="list-style-type: none"> <li>Referring to the rental income from land, house and various types of equipment, where the pure land rental income accounts for (23) _____%, rental income of business office and warehouse accounts for approximately (24) _____%.</li> <li>Referring to the gain from the purchase and sale of operating financial products and economical interest method equity investment, including evaluation gain, dividend income and gain from sale of property at price exceeding the net value recorded on the book.</li> <li>Including the asset reduction recovery gain, collection of bad loan, exchange gain, royalty income, compensation income, various government subsidies, separate account insurance product gain and other non-operating revenues etc.</li> </ul>
	Interests income (13)	
	Investment gain and earnings of selling assets (14)	
	Other non-operating revenues (15)	
	Sub-total of non-operating revenues [(12)-(15)] (16)	
Income total [(11)+(16)] (17)		

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

- ▲ 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.

Item(s)	Yes	None
1. Is there any newly launched or technology significantly improved service in 2016? ▲ Including the service item, content and service process, such as: the improvement of transaction, payment method etc.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there any introduction of new or technology significantly improved service backend operation in 2016? ▲ Referring to the use of new or significantly improved technology, operation method or new equipment in order to provide services.	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there any introduction of brand new or significantly improved marketing, organization strategy or management method 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 throughout the year in 2016?**

- ▲ Referring to registration of text or image as trademark according to the law and performing sales promotion in the market (excluding the brands under agency or brands of group and affiliate company)

1. Yes  
 2. None

**[08] Full-year All cost expense 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 in 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 in the item of "Investment loss and loss of selling assets".

Item(s)	Amount (dollars)		
Cost for sale of secondary product (01)		<ul style="list-style-type: none"> <li>Referring to the sales cost of sale and purchase of secondary products, including its inventory gain and loss, also including the cost of the sale of pawned items.</li> <li>Referring to the interest expense incurred due to the acceptance of deposit from various sections for the financial business.</li> <li>Including the interest expense for gain and loss based on fair value measurement recorded and the fair value hedging. Non-operating interest expense shall be entered in item (32).</li> <li>Including insurance claim indemnification, reinsurance compensation, principle annuity, expiration payment, contract termination fee and insurance bonus expense.</li> <li>Including band loan reserves, indemnity liability reserves, stock transaction loss reserves, insurance liability reserves, undue insurance fee reserves etc.</li> <li>Referring to the insurance expense incurred when the insurance business operator insuring the original insurer under other insurance business operator, in which the overseas reinsurance expense accounts for approximately (37) _____%.</li> <li>Referring to the fees paid for the services of acceptance, exchange, guarantee, custody, trust offered by the bank.</li> <li>Including the handling fee paid for security, futures exchange office.</li> <li>Including the commission expense for reinsurance, where the commission expense paid to insurance agency or broker accounts for approximately (38) _____%.</li> <li>Referring to the loss due to the purchase and sale of operating financial products and economical interest method equity investment, including evaluation loss, and the loss due to real estate investment. (please enter the net value calculated by deducting the cost from the investment income.)</li> <li>Including the full-year salary 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).</li> <li>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) _____%.</li> <li>Where the book and magazine expense accounts for approximately (41) _____%.</li> <li>Including the cash transportation fee of financial business; the transportation fee already included in the purchase cost shall not be listed repetitively.</li> <li>Including the internet network and line rental fees. Where the postal fee including express delivery fee accounts for approximately (42) _____%.</li> <li>Excluding the large Repair and Maintenance listed under the capital expense, and the self-maintenance and Repair and Maintenances of your company shall not be listed repetitively. Where the transportation equipment Repair and Maintenance accounts for approximately (49) _____%, business office and warehouse Repair and Maintenance accounts for (50) _____%.</li> <li>Where the water expense accounts for approximately (45) _____%, electric expense accounts for approximately (46) _____%.</li> <li>Including the transportation equipment accident insurance, cash deposit insurance fee and employee liability insurance fee, but excluding the health insurance and public labor insurance expenses covered by the employer.</li> <li>Including conference, banquet and entertainment expenses.</li> <li>Including donations, relieves, compensations, scholarships, default fine, penalties and various uncollectible accounts etc.</li> <li>Including gifts for troops, donations, penalties and local community event expense etc.</li> <li>Including non-value added business tax.</li> <li>Including depreciation of investment property.</li> <li>Referring to the fees paid for entrusting other companies to clean or handle pollutants generated during the environmental sanitary and operation processes.</li> <li>Including the fees paid for membership fees, lawyers, accountants, bookkeepers, land administrative agent and use of contracted workers.</li> <li>Including operating exchange loss, inventory price reduction loss or value recovery gain etc., in which the exchange loss accounts for approximately (47) _____%. Except for the exchange loss, if the number entered in this item exceeds 1% of the expense total, please list the name and amount as a large expense in the remark field.</li> <li>Where the expense for the interests on the financial institute loan account for approximately (46) _____%.</li> <li>Referring to the loss due to the purchase and sale of non-operating financial products and economical interest method equity investment, including evaluation loss, and the loss of the sale of property at price lower than the book net value.</li> <li>Including the asset reduction loss, disaster loss, exchange loss, suspension of business and power shortage loss, (separate account insurance product expense) and other non-operating expenditures.</li> </ul>	
Deposit interest expense (02)			
Other operating interest expense (03)			
Insurance indemnification and payment (04)			
Various types of reserve lodgment (05)			
Reinsurance expense (06)			
Bank service fee (07)			
Other handling fee expense (08)			
Commission expense (09)			
Operating investment loss (10)			
Salary, retirement and pension fund, severance pay, welfare expense (11)			
Rental expense (12)			
Stationery, books and magazine expense (13)			
Business trip expense (14)			
Transportation expense (15)			
Postal fees (16)			
Repair and Maintenance (17)			
Advertisement expense (18)			
Water, electric and gas expense (19)			
Property insurance expense (20)			
Entertainment expense (21)			
Private transfer payments and bad debt losses (22)			
Transfer payments to government (23)			
Taxation and official fees (24)			
Depreciations (25)			
Exhausts and amortizations (26)			
Transportation equipment fuel consumption fee (27)			
Outsourced cleaning fee (28)			
Other service fees (29)			
Other operating expenditures (30)			
Sub-total of operating expenditures [(01)-(30)] (31)			
Non-operating expenditures	Interest expense (32)		
	Investment loss and loss of selling assets (33)		
	Other non-operating expenditures (34)		
	Sub-total of non-operating expenditures [(32)-(34)] (35)		
All expense total [(31)+(35)] (36)			

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

▲ Intangible investment refers to direct or indirect investment activities helpful to increase 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 is \_\_\_\_\_ dollars; capital expense is \_\_\_\_\_ 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 is \_\_\_\_\_ dollars; capital expense is \_\_\_\_\_ 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 and sales cost expense is \_\_\_\_\_ dollars; capital expense is \_\_\_\_\_ 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 equipment expense)  
 Cost expense is \_\_\_\_\_ dollars, and capital expense is \_\_\_\_\_ dollars  
 where the rental fee percentage is \_\_\_\_\_ %, and Where the payment to overseas payment to overseas percentage is \_\_\_\_\_ % percentage is \_\_\_\_\_ %

If there is any computer software and database expense in the above three items, please enter such expense in the item of "computer software, database".

**[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 the sum of items (2), (3) and (4) used for research and development purpose is _____ dollars. (excluding trademark and dealership)			

**[ 11 ] 2016 Business digitization status:**

Item(s)	Yes (Please select or enter the following information)	None (Please select)
1. Is computer or network equipment used?	<input type="checkbox"/>	<input type="checkbox"/>
↓ If "Yes" is selected, please continue to enter the following usage conditions		
2. Is it used for assisting 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, 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 at the same time (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 uses) <input type="checkbox"/> ③ 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 any sales via the internet 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. None (3) Is third party payment used? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. None	<input type="checkbox"/>

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

Item(s)	Yes (Please select or enter the following information)	None (Please select)																												
1. Is there any service or labor, excluding tangible product transaction, with foreign company or institute 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) Procurement only <input type="checkbox"/> (2) Sales 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 professionals or employees of overseas company or institute under business trip, training or working in your company throughout the year? (excluding the foreign workers of production operators, labor workers, kitchen workers, care workers...etc.)	<input type="checkbox"/>	<input type="checkbox"/>																												
4. Is there any one single foreign investment shareholder holding more than 10% inclusive of the shares of your company? ▲ 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 round off to integer) <table border="1" style="display: inline-table;"> <tr> <th>Total</th> <th>China (including Hong Kong and Macau)</th> <th>Asia (excluding China)</th> <th>America</th> <th>Europe</th> <th>Other regions</th> </tr> <tr> <td>%</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> </table>	Total	China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions	%	%	%	%	%	%	<input type="checkbox"/>																
Total	China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions																									
%	%	%	%	%	%																									
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 is _____ companies (Please continue to enter the regional distribution on the right) <table border="1" style="display: inline-table;"> <tr> <th>China (including Hong Kong and Macau)</th> <th>Asia (excluding China)</th> <th>America</th> <th>Europe</th> <th>Other regions</th> </tr> <tr> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> </tr> </table>	China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions	companies	companies	companies	companies	companies	<input type="checkbox"/>																		
China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions																										
companies	companies	companies	companies	companies																										
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 is _____ companies (Please continue to enter the regional distribution on the right) <table border="1" style="display: inline-table;"> <tr> <th>China (including Hong Kong and Macau)</th> <th>Asia (excluding China)</th> <th>America</th> <th>Europe</th> <th>Other regions</th> </tr> <tr> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> </tr> </table> Accumulated investment amount is _____ dollars at the end of quarter	China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions	companies	companies	companies	companies	companies	<input type="checkbox"/>																		
China (including Hong Kong and Macau)	Asia (excluding China)	America	Europe	Other regions																										
companies	companies	companies	companies	companies																										
7. Was there any other single company having control capacity on your company at the end of year? ▲ 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 (End of questions) <input type="checkbox"/> (2) No (Please continue to answer Question 8 on the right)	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) <table border="1" style="display: inline-table;"> <tr> <th></th> <th>Domestic</th> <th>Overseas</th> <th>None</th> </tr> <tr> <td>(1) Overall international business operation management (including the decision affairs of financial, human resource, operation direction etc.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>(2) Order receiving, marketing, market survey</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>(3) Material and product procurement</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(4) Research and development or professional technology, knowledge consultation</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(5) Manufacturing, construction, mining, pollution treatment</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(6) Product sale or service providing (Including product after-sale service)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Domestic	Overseas	None	(1) Overall international business operation management (including the decision affairs of financial, human resource, operation direction etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(2) Order receiving, marketing, market survey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3) Material and product procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Research and development or professional technology, knowledge consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Manufacturing, construction, mining, pollution treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Product sale or service providing (Including product after-sale service)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Remarks field	Enumerator	Supervising Reviewer	Inspector

## 2016 Industrial and Service Census Frequently Asked Questions for Form Completion

### Question 03-1 “Employees and Salaries in 2016”

- Q1: Which type of personnel in the company are not required to be listed as the employees at the end of year of 2016?
- A: (1) Directors, supervisors, council members and consulting personnel etc. not actually participating in the business operation.  
(2) Employees under leave without pay or not participating at work for entire month.  
(3) Sales in contract relationship with the company.  
(4) Contracted personnel employed by other company and staffed in your company for work.
- Q2: How to calculate the salaries of the self-employed operator and relative workers without pay?
- A: Referring to the annual amount total of the cash and object depreciation value used by the owner and its relatives in your company, provided for family consumption or other purposes. For example: the monthly living expense of the pawnshop owner is taken from the income of the shop, including the expenses for the children school and recreation of grownups, which are also paid by the store income, or the pawned goods are provided for home use or as gifts to relatives and friends; such type of expense shall be counted as the “Salary” of the owner and the relative workers thereof, and it shall be entered in this item.

### Question 06 “Full-year innovative activities in 2016”

- Q1: How to distinguish 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: the new derived products from stocks of subject matter researched by investment consulting company. However, if it is a mere transfer of stocks between stock-listed companies, then it does not belong to the innovation. 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 newly added risk control system to increase the investment performance etc.
- Q2: What are the actual examples of innovations of company marketing, organization strategy and management method?
- A: For example, in 2016, the company
- (1) establishes the Facebook fans club in 2016 or designs LINE images for the first time, or establishes the company, brand account on Instagram
  - (2) Adjust organization structure, establish new department.
  - (3) Adjust organization strategy, establish new office overseas for the first time.
  - (4) Introduce ERP system to increase the internal, financial and human resource operation efficiency.
  - (5) Introduce Company Performance Management (CPM)

### Question 08 “Full-year costs and expenses in 2016”

- Q1: The company account includes two main parts of operating sales costs and operating expenditures, how to complete the form?
- A: The operating expenditures of this question includes the operating sales costs incurred during the company business operation, such as the cost of sale of pawned items etc., and the operating expenditures of such as management, sales and research and development etc. fees. Please enter the subjects on the accounting book into the corresponding fields of this question based on the classification principle for each separate item.
- Q2: There is a lodgment uncollectable reserve in the statement, how to enter information for “Transfer expense and uncollectible account loss to private sectors”?
- A: The actual writ-off claim amount exceeds the allowance for uncollectible accounts or reserves, please enter it in the Business Expense (22) “Transfer expense and uncollectible account loss to private sectors” in this question.

### 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: The company self-purchased servers and information equipment to construct a cloud system, shall the “Cloud computation” in 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”; therefore, it shall include 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 investment company, and since 2006, the company establishes subsidiary companies B in the nation, and subsidiary companies C and D in Hong Kong and Singapore respectively, where B subsidiary company is responsible for receiving orders and partial investment strategy analysis, subsidiary companies C and D are responsible for performing overseas investment operation and primary investment strategy analysis, whereas A company is responsible for receiving orders and managing the entire group operation decisions, then the selections shall be made as follows:

Questions	Domestic	Overseas	None
(1) Overall international business operation management	V		
(2) Order receiving, sales, market investigation	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 sales or service providing	V		