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2016 Industry and Services Census
Manufacturing Industry Survey
Form A



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.

(This form is also application to mining and quarrying industry, electricity and gas supply industry, water supply and remediation activities industry)
Organized by DGBAS

Name of Enterprise, 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 all operators in the businesses of manufacturing, processing, repair and installation or outsourced production...
(2) The investigation subject of this form is based on "Company 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) The term of "full-year" in the form refers to the period of January 1 to December 31 of 2016...
(6) Historical industrial and service business census result website: http://www.dgbas.gov.tw...

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 columns for Private (Company, Individual Ownership or Partnership, Others) and Public (Company, Non-company & Others).

[01] Actual business commencement date: Year Month

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

[02-1] Product manufactured or business operation item in 2016:

- 1. Primary: (The item of the greatest production value (including outsourced production) or processing value throughout the year)
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)

[02-2] Major consumed raw materials in 2016:

Shall be completed by those whose primary business is in Manufacturing Industry only
Please enter the raw material of the greatest full-year consumption value

[02-3] Major business operation method in 2016:

- Please select one item based on the greatest production value (including outsource production) throughout the year.
For operators entrusted by other companies and uses the method of "OEM" or "ODM" for production...
"4. Outsourced production" refers to the manufacturing process of the product is outsourced to other companies...
1. Manufacturing 2. Repair and installation 3. Processing service for customers 4. Production outsourced

[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...
(1) Employees: refer to the personnel of regularly employed, temporary and hourly workers...
(2) Officer: including supervisors and supervision personnel, professional personnel...
(3) Workers: including foreman, technical workers, production operators...
(4) Own-account workers and unpaid family workers: refer to proprietors without permanent salaries...
(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...
Payrolls, year-round of 2016:
(1) Referring to the Payrolls, year-round of 2016 total of the domestic workers...
(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). Rows include Employees (Officer, Worker), Own-account workers and unpaid family workers, and Total.

[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 (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). Rows include Current asset (Inventory and material stock, Liquidity foreign financial products, Cash and other current assets), Fixed asset (Land, Net value of House and building, Net value of Transportation equipment, Machinery and miscellaneous equipment net value, Construction in progress and prepayments for equipment), Investment Property (including rental and lease of fixed asset), Long term investment (Domestic, Overseas), Net value of intangible asset (Patent rights and trademark, Computer software, Others), Other assets, Total asset (net value), and Rented or borrowed fixed asset.

【04-2】 Full-year self-owned fixed asset change in 2016:

(including the investment property and fixed asset pending for sale)

Increased _____ dollars, discarded _____ dollars and sold _____ dollars.

▲ Excluding re-classification part, and also excluding the increased fixed asset due to merger, fixed asset domination and increased/decreased value after re-evaluation, and the self-owned fixed asset change of overseas branch unit and branch unit in the business of agriculture, forestry, fishery and husbandry.

▲ Please enter information according to the original sum total of the "increased", "discarded" and "sold" parts of the full-year self-owned fixed asset. Please do not enter the amount after deduction for these three items.

▲ For the "increased" part, please calculate based on the cost of purchase, including the import tax and storage as well as transportation fees, including construction, purchase, expansion, improvement and major repair; for the "discarded" part, please enter according to the remaining value of the account; for the "sold" part, please enter according to the sale price.

【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	Product sales income (01) <small>(Full-year sales with deduction of sales return and discount)</small>	Including the sales income of self-manufactured products and the purchase of products identical to the ones produced by your company. Referring to the income from the repair and installation of machinery, electromechanical and large transportation tools for customers, and installation of pipelines or replacement of parts for water, electric and fuel supplier. Referring to the income collected from processing products for customers. If this item is entered with numbers, then item (06) in Question (06) shall include the cost expense. Referring to the service income of the businesses of waste water (sewage), waste cleaning, handling, pollution treatment etc. Including the sales income from the sale of relatively large amount of discarded scraps, waste materials, waste products etc.
	Repair and installation income (02)	
	Processing service fee income (03)	
	Income from sale of original raw materials and fuels as well as sale of secondary products (04)	
	Income from environmental protection service (05)	
	Other business income (06)	
	Sub-total of operating revenues [(01)-(06)] (07)	
Export sales income (14) accounts for %	Referring to the income from overseas orders.	
Non-operating revenues	Rental income (08)	Including income from interests of stocks and notes. 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. Including the commission income, exchange gain, licensing fee income, gain on disposal of assets and government subsidies etc.
	Interests income (09)	
	Investment gain and earnings of selling assets (10)	
	Other non-operating revenues (11)	
	Sub-total of non-operating revenues [(08)-(11)] (12)	
Income total [(07)+(12)] (13)		

【06】 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 property sale".

Item(s)	Amount (dollars)	
Operating Expenditures (For each item, please enter the sum of relevant items according to the operating cost and operating expenditures)	Raw material and fuel consumption total value (01) <small>(Excluding the part sold and entrusted for processing being provided by the customer)</small>	Referring to the purchase value (including its inventory gain and loss) of direct raw materials, indirect materials (including packaging materials), semi-products and fuels purchased from the external and used in the production. Please enter the amount before evaluation. Referring to the fee paid for purchasing products identical to the ones produced by your company and entrusting other company (including subsidiary company) for preparing more than 50% of contracted materials for contracted production. Please list according to the amount before evaluation; for reduction of inventory loss or gain from price recovery and inventory gain and loss, please enter in (13). Referring to the fee paid for entrusting other companies for processing, but excluding the value of the raw materials self-provided by your company. Referring to the sales cost for the original raw materials provided for production originally and the purchase of products different from the products (including its inventory gain and loss) manufactured by your company for secondary sales of such products. 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). Including non-value added business tax. Including depreciation of investment property. Any operating expenditures not belonging to the above shall fall into this item, such as traveling fee, training fee, inventory price reduction loss (or price recovery gain), export sale loss, commission expense, entertainment fee and miscellaneous expense etc.
	The part provided to other overseas company (including subsidiary company) for production or processing and usage (19) accounts for %	
	Inventory of finished product and product under manufactured at the beginning of year (02)	
	Purchase cost for finished product and product under manufactured purchase cost (03) <small>(Including manufacturing cost for entrusting other company for outsourced production and material)</small>	
	(subtract) Inventory of finished product and product under manufactured at the end of year (04) (-)	
	Outsourced processing fee (05) <small>(Please enter the manufacturing cost for outsourcing production and material in (03))</small>	
	Payment to other overseas company (including subsidiary company) (20) accounts for %	
	Cost for sale of original raw materials and fuels as well as secondary products (06)	
	Water, electric and gas expense (07)	
	Salary, retirement and pension fund, severance pay, welfare expense (08) <small>(including direct and indirect labor cost)</small>	
	Rental expense (09)	
	Taxation and official fees (10) <small>(excluding income tax and import tax)</small>	
	Depreciations (11)	
	Bad debt losses and transfer payments (including donation) (12)	
Other operating expenditures (13)		
Sub-total of operating expenditures [(01)-(13)] (14)		
Non-operating expenditures	Interest expense (15)	Including investment loss, sale of property loss, asset reduction loss, disaster loss, exchange loss, business suspension and power shortage loss and other non-operating expenditures.
	Other non-operating expenditures (16)	
	Sub-total of non-operating expenditures [(15)-(16)] (17)	
All expense total [(14)+(17)] (18)		

【07】 Full-year intangible asset 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 [06] 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

【08】 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.

Item(s)	Domestic (dollars)	Overseas (dollars)
Professional technology	Sale (1)	
	Purchase (2)	

【09】 Full-year innovative activities 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 developed or function significantly improved product in 2016? ▲ Referring to new product manufactured by using new technology, or original product with significant technology improvement for increasing its function and performance, excluding the appearance change without any technology improvements. ▲ For operators with the primary business not in manufacturing industry, there is no need to enter "Business income percentage of the sales income of such type of product".	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there any introduction of new or technology significantly improved manufacturing process or product transportation or storage method? ▲ Referring to the use of new or significantly improved technology, operation method or new equipment in order to manufacture, manage or deliver product.	<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? ▲ Including the introduction of new information system or method to assist the internal management operation, including financial, human resource, marketing, customer relationship management, strategic alliance, organization decision making, knowledge management etc.	<input type="checkbox"/>	<input type="checkbox"/>

【10】 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. If the primary business category is in manufacturing industry, the full-year sale income of own brand product is _____ dollars, in which the export sale accounts for _____ %.
2. None

【11】 Business operation status digitization status in 2016:

Item(s)	Yes <small>(Please select or enter the following information)</small>	None <small>(Please select)</small>
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, 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 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? <small>(excluding network sales transaction)</small> ▲ 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 electronized (network) sales? <small>(Including the use of supply chain procurement system for sales)</small> ▲ 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"/>

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".

[12] The environmental protection expense in 2016 is _____ dollars. (including capital and cost expenses)

▲ Referring to the expenses including the fee for the investment (including personnel fee) of the company in the purchase, operation, maintenance, monitoring and inspection of pollution prevention equipment for waste gas, waste water, waste recycle and removal treatment, noise and vibration and toxic chemical substance management etc. and outsourced fee, pollution fee (such as fixed pollution source air pollution control fee, soil and underground water pollution treatment fee etc.) for joint treatment and paid to the government, environmental impact evaluation, research and development etc. expenses. Excluding the expenses of the cleaning and maintenance fee, industrial safety, local community event, compensation and penalty etc.

[13] Source of product (commodity) sold throughout the year in 2016: [Shall be entered by operators of the primary business in Manufacturing Industry only]

▲ Sales income includes the product sales income and secondary product sales income; if the sales income is listed based on the income and expense balance amount, please enter the sales income of the original purchase orders and the costs respectively; however, the transaction of mere intermediate brokerage shall be excluded.
 ▲ "Domestic self-manufacturing" refers to the product is self-manufactured domestically by your company or entrusting domestic other companies for manufacturing, processing or recycling; if a portion of the manufacturing process is entrusted for overseas production and processing, it shall be entered in the item of "Overseas production".
 ▲ "Entrusting domestic company for manufacturing, processing and recycling" refers to that your company provides more than 50% of raw materials and entrusts other domestic companies for manufacturing or processing finished products.
 ▲ "Backend process entrusting overseas for production or processing" refers to that the final completion stage of the product is performed overseas; "Frontend process entrusting overseas for production or processing" refers to that the final completion stage is performed domestically.
 ▲ Sales cost shall include the customs declaration amount of raw materials and semi-products provided for domestic export (including self-manufactured or purchased from other companies), and all fees paid for overseas raw materials and all costs generated (such as the relevant expenses of design, manufacturing fees, processing fees etc., or cost, expense for purchase finished products).

Item(s)	Domestic self-manufacturing <small>(including entrusting other domestic companies for manufacturing, processing or recycling)</small>	Purchased from other domestic companies	Overseas production <small>(including all (portion) of products purchased from overseas with manufacturing process entrusted for overseas production or processing)</small>		
			Total	Purchased from overseas or entire manufacturing process is entrusted for overseas production	Backend manufacturing process entrusted for overseas manufacturing or processing
Sales income (dollars)					

If this item >0, then please complete the following 1-3 questions according to the sum of the total value

1. Where the percentage of entrusting or purchasing from overseas affiliate companies (including overseas branch units) is _____ %	2. Overseas production region distribution ratio (%)					3. Where the product (commodity) is not transported back to our nation but is delivered to the buyer overseas or target specified by the buyer.		
	China <small>(including Hong Kong and Macau)</small>	Asia <small>(excluding China)</small>	America	Europe	Other regions	Total	Sales income (dollars)	Sales cost (dollars)
					100			

[14] 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 transaction of service or labor (excluding tangible products) with overseas companies throughout the year? <small>▲ 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.</small>	<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 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, care 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? <small>▲ Referring to a single foreign natural person or foreign legal shareholder, excluding foreign joint fund investment</small>	The number of such type of shareholders is _____ people <small>(please enter the regional distribution of the shareholding percentage listed on the right for the location of such type of shareholder)</small>	Regional distribution of shareholding percentage <small>(please round off to integer)</small>	Total	China <small>(including Hong Kong and Macau)</small>	Asia <small>(excluding China)</small>	America	Europe	Other regions	<input type="checkbox"/>
			%	%	%	%	%	%	
5. Is there any overseas branch unit at the end of the year? <small>▲ Referring to the branch company or office established overseas, excluding subsidiary company or affiliate company.</small>	Total is _____ companies <small>(Please continue to enter the regional distribution on the right)</small>		China <small>(including Hong Kong and Macau)</small>	Asia <small>(excluding China)</small>	America	Europe	Other regions	<input type="checkbox"/>	
			companies	companies	companies	companies	companies	companies	
6. Is your company having the control capability over the single overseas company? <small>▲ 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.</small>	Total is _____ companies <small>(Please continue to enter the regional distribution on the right)</small>		companies	companies	companies	companies	companies	companies	<input type="checkbox"/>
	Accumulated investment amount is _____ dollars at the end of quarter								
7. Was there any other single company having control capacity on your company at the end of year? <small>▲ 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.</small>	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)								
<input type="checkbox"/> (1) Yes (End of questions)			Domestic	Overseas				None	
<input type="checkbox"/> (2) No (Please continue to answer Question 8 on the right)									
			(1) Overall international business operation management <small>(including the decision affairs of financial, human resource, operation direction etc.)</small>	<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"/>

If any one of Questions 5 and 6 is selected with "Yes", please continue on Question 7

Remarks field		
	Enumerator	Supervising Reviewer
	Inspector	

2016 Industry and Services Census

Frequently Asked Questions for Form Completion

Subject for completing the form

- Q: If due to concerns on the cost or work allocation, the company completely outsources the product manufacturing process to the external, then is the company still belonging to the manufacturing industry ?
- A: When the company product is outsourced for production, if the company has the leading authority on the manufacturing process and raw material usages, or the product is self-developed and designed by your company or intellectual property right of patent licensing is obtained etc., then the company shall still be considered to be in the manufacturing industry , and the option of "4. Outsourced production" in Question 02-3 for the primary business operation method shall be selected. Example is provided below for illustration:
1. If the company is an ODM company for overseas brand giant makers, and its products are all developed and designed by the research and development center in Taiwan while the subsidiary company in China is entrusted for production and shipping, then the company shall be belong to the Manufacturing Industry .
 2. If a tea manufacturer provides the raw tea self-cultivated or purchased, and the entrusted other companies for processing into tea, followed by sale under the name of the tea manufacturer, then since raw material for tea production is provided by the tea manufacturer, it shall belong to the Manufacturing Industry .
 3. When gift suppliers receive orders, specification is then issued for customers and factories are entrusted for production; since it does not involve the production manufacturing process and the use of raw materials as well as the development and design of the product, it shall be treated as a buy and sale activity, and the wholesale and retail trade industry survey form shall be completed.

Question 06 "Full-year cost expense 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 form?
- A: The operating expenditures in this question includes the operating (sales) cost (such as raw material consumption, material purchase cost, manufacturing fee, direct labor etc.) incurred during the company operation, , and the operating fees (such as management, sales and research and development etc. fees). Please enter each item on the financial statement according to the classification principle for each item into their corresponding fields. For example, in Item (07) "Water, electric and gas expense", the amount related to the water, electric and gas expense in the manufacturing expense and business expense shall be summed and entered.
- Q2: The company does not manufacture on its own and products are all outsourced to other companies for manufacturing with payments of processing service fees, how should the cost be entered on this form?
- A: (1) If the raw materials necessary for the production are purchased by the entrusted manufacturing company, it shall be treated as the purchase of finished product for your company, and please enter all production expense paid to the entrusted manufacturing company into Item (03) "Purchase cost for finished product and product under manufactured purchase cost"
- (2) If the raw materials necessary for the production are mainly (more than 50%) provided by your company, please enter the raw material value provided in Item (01) "Raw material and fuel consumption total value", and continue on Item (19) "Provided for to overseas usage percentage". The processing fee paid to the entrusted manufacturing company shall be entered in Item (05) "Outsourced processing fee", and then continue on Item (20) "Payment to overseas percentage".
- Q3: How to enter the consumption cost for raw materials and fuels?
- A: The "Raw material and fuel consumption total value" in Question [01] refers to the full-year total usage value. Therefore, it shall be calculated as the raw material and fuel at the beginning of the quarter + material purchased in this quarter – the raw material and fuel at the end of quarter, including the part used by the OEM company. However, if there is any re-sale, the cost of the raw material and fuel of re-sale shall be entered in (06) "Cost for sale of original raw materials and fuels".

Question 09 "Full-year innovative activities in 2016"

- Q1: The company scale is small without research and development ability, would it still have innovative activities for product and manufacturing process?
- A: Yes, innovative activities are not necessary to be self-developed. As long as the product or manufacturing process of your company in 2016 is significantly different from the past, it belongs to the innovative activity. Therefore, even small company can follow the trend of the market or the giant makers in order to introduce new technologies or purchase new machinery and equipment with new functions, or even use new raw materials, in order to increase the product function or to increase the production efficiency or reduce costs.
- Q2: What are the innovative exemplary cases for company marketing, organization strategy and management method?
- A: Example as follows:
- (1) Adjust organization structure, establish new department.
 - (2) Adjust organization strategy, establish overseas office for the first time.
 - (3) Introduce EPR system to increase the internal, financial and human resource operation efficiency.
 - (4) Introduce ISO certification system.
 - (5) Based on OEM production, launching own brand products for the first time.

Question 11 "Business operation digitalization status in 2016"

- Q1: If the company primary business is manufacturing components and industrial products, would there still be electronized (network) sales?
- A: Yes. The electronized supply chain system between the upstream and downstream companies in manufacturing industry belongs to one type of the electronized (network) sales. The downstream companies can place order on the system directly to purchase raw materials or components, and the upstream companies can sale the product manufactured completely to the downstream companies via the system. Therefore, for the upstream companies, the option of "Yes" for having electronized (network) sales shall be selected.
- 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.

Question 13 "Source of product (commodity) sold throughout the year in 2016"

- Q: When a portion of the raw materials and semi-products manufactured overseas are exported domestically and transported to the overseas OEM company for processing completely, followed by direct delivery of products to the buyer overseas, then how to enter the sales cost for Sub-Item 3?
- A: The sales cost shall include all expenses for manufacturing the product, such as the payment for the processing fee and the supply of raw materials, semi-products etc.; where if the raw materials and semi-products supplied are exported via domestic customs, then the export custom declaration amount shall be used for entering in this form. If the domestic production raw material is 10 million dollars, transporting to the subsidiary company in China for processing and uses and the customer declaration amount is 10.5 million dollars during export, and the payment of processing fee to the subsidiary in China is 20 million dollars, then the amount of 30.5 million dollars shall be entered in this item of "Sales cost" in this question. and the item of "Where the export custom declaration amount for domestic raw materials and semi-products" shall be entered with the amount of 10.5 million dollars.

Question 14 "Cross-border transaction, investment planning and personnel interaction status in 2016"

- Q: What does the domestic and foreign companies refer to in sub-question 8? How to enter information on the form?
- A: This sub-item 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 in the nation and move the production line out of the country such that subsidiary companies C and D are established in China and Vietnam respectively, where B subsidiary company is responsible for the product research and development as well as receiving overseas orders, and subsidiaries 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:

Questions	Domestic	Overseas	None
(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