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2016 Industry and Services Census Service Industry Survey Form B

Organized by DGBAS



1. This census is based on the regulation prescribed in Article 20 of the Statistics Act "the respondent, whether an agency, a group, or an individual, has the duty to provide detailed and truthful information in the survey form".
 2. The information filled in this form is provided for the application of establishing overall industrial development plan and administrative policies. The information of individual is kept confidential without any uses in other purposes. Please cooperate accordingly and report with true information.

Name of Enterprise (Please enter full name) _____ Person-in charge _____ Contact Name _____ Person completing the form _____ Name _____ Facsimile () _____
 Tel. () _____ Tel. () _____ E-mail _____
 (If the person completing the form is identical to the contact Person, the name and telephone can be omitted)

Actual Business Address _____ County, _____ Township, City, _____ Vil., _____ Rd., _____ City, _____ Town, Dist., _____ Li, _____ St., _____ Sec., _____ Lane, _____ Alley, _____ No. — _____ F., _____ Rm.

- This form is applicable to all business operators of publisher, media creation, broadcasting and information service businesses (including publisher, film and television program show creation and release, sound recording and music release, broadcasting, television program show scheduling and broadcasting, telecommunication, computer program design, operation and relevant services etc.); professional, scientific and technical service business operators (including legal and accounting services, management consulting, construction, engineering service and technical inspection, analysis services, advertisement and market research, professional design, veterinary services etc.); supporting service business operators (including rental, manpower agency and supply, travel and related services, security and detectives, building and greening services, administrative support services etc.); medical and healthcare business operators; arts, entertainment and recreation service business operators; personal and household product repair business operators and other service operators not classified.
- 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 branches of your company and the businesses of agriculture, forestry, fishery and husbandry.
- For those of the unit level of 8, in addition to the information of your company completing the form, the company shall base on the unit of location to complete a census form of a headquarter management unit (unit level of 3) and a headquarter management and its branch unit status form.
- 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/CS>); alternatively, please provide information to the enumerator for completing the form for your company.
- In the form, the term "full-year" refers to January 1 to December 31, 2016; the term "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.
- Historical industrial and service business census result website: <http://www.dgbas.gov.tw> → government census → statistics section of DGBAS → industrial and service business census

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
F				

[The above fields shall be completed by the enumerator]

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

[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 fisherman's association, legal foundation etc.

Organization type	Private			Public	
	1. Company	2. Individual Ownership or Partnership	3. Other	4. Company	5. Non-company & Others
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[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:

- Primary:** (Please describe the main business operation content, such as: real estate agency, real estate marketing and sales, rental business of construction machinery and equipment without drivers, automobile rental without drivers, legal services, accounting services, book publisher, automobile repair, barber shop, beauty salon etc.)

- 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 the workers employed by other company but works in your company, or personnel of directors, supervisors, board members and consultants etc. not actually participating in the business operation, and workers stationed in overseas offices for long term.
- Employees: refer to the personnel of regularly employed, temporary and hourly workers and proprietor receiving salaries and family relative workers.
 - Supervisors/ technicians: include supervisors and supervision personnel, professional personnel (such as lawyers, medical doctors, dietitians, designers, reporters, performers) and technicians (such as information and communication technicians, draftsman) etc.
 - Non-supervisors/ non-technicians: including office supporting personnel, assistant professional personnel (such as real estate agent), service work personnel (such as hair stylist), automobile repair personnel, machinery and equipment operator, labor workers etc.
 - 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.
 - 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]:
- 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.
 - 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.

Item(s)		Number of persons engaged, end of 2016. (people)	Payrolls, year-round of 2016 (dollars)
Employees (Excluding employees stationed at overseas offices for long term)	Supervisors/ technicians	Male (1)	
		Female (2)	
	Non-supervisors/ non-technicians	Male (3)	
		Female (4)	
	Own-account workers and unpaid family workers (Completed by sole proprietorship or partnership organization)	Male (5)	
		Female (6)	
Total [(1)-(6)]		(7)	

[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)

- 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;
- 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)

- 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;
- 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".

Item(s)		Amount (dollar)	
Current asset	Inventory and material stock (01)		← Including secondary business of sales of commodities, raw materials and fuels. Construction land, construction in progress and house for sale etc. of real estate business operators shall also be entered into this item.
	Liquidity foreign financial products (02)		← Referring to short-term investments in stocks, bonds, notes, overseas funds, derivative products etc. issued in foreign countries.
	Cash and other current assets (03)		← Including bank deposits, account receivables, advance payments, short-term investments in domestic liquidity financial products, current biological assets, non-current assets pending for sale and discontinued business unit etc.
Fixed asset	Land (04)		← Referring to house foundations, other buildings and recreation place land.
	Net value of House and building (05)		← Including warehouse, dormitory, business office and equipment attached to the building and cannot be moved.
	Net value of Transportation equipment (06)		
	Net value of Machinery and miscellaneous equipment (Including profit-making equipment) (07)		← Including machinery and equipment (including the equipment for medical, broadcasting, gaming, video broadcasting, data communication), pollution prevention, air conditioning ventilation, computer etc.
	Construction in progress and prepayments for equipment (08)		← Referring to the machinery and transportation equipment etc. not yet constructed completely or not yet installed completely but advance payments have been made and are in the process of delivery to the plant site.
Investment property (Including fixed assets for rent or lend) (09)			← Referring to real estate for rent or lend or real estate possessed for obtaining an increase in capital, including investment property in development or construction. For those with the primary business item of earning rental fee, such as real estate rental business operators machinery or transportation equipment rental business operators, the real estate or equipment owned by such business operators shall be entered into items (04)-(08).
Long term investment	Domestic (10)		← Including investments recognized under equity method, and investments in non-current financial products.
	Overseas (11)		
Net value of intangible asset	Patent rights and trademark (12)		← Including technology transfer fee, copyright, publication right, dealership.
	Computer software (13)		
	Others (Including business reputation) (14)		
Other assets (15)			← Including sinking funds, account receivables over one-year period, advance payments, deferrable asset expense, refundable deposit, asset of usage right, non-current biological assets etc.
Total asset (net value) [(01)-(15)] (16)			
Rented or borrowed fixed asset (Please provide estimation based on market value) (17)			← Referring to the market value not referring to the rental expense of fixed assets of lands, houses and buildings, transportation equipment, machinery and equipment (including communication and telecommunication equipment) and miscellaneous equipment.

(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(s)	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)		
Business office, warehouse and dormitory	(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)		
Total	[(1)-(7)]		

[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".
- ▲ The income from collection and payment transfers of travel business operators shall be indicated with the net value, meaning that the expense for collection and payment transfers shall be deducted, and please enter the net value into the item of "Other service income".

Item(s)	Amount (dollar)	
Operating Revenues	Design and creation income (01)	(Income from the services of designing, scheduling, video recording and dubbing, program show creation and computer software design and maintenance for customers. Including the income from issuance of newspaper, magazines, videos, CD discs, computer software and program Including the income from the intellectual properties of the services of program show broadcasting, literature, arts, music creation etc. and the income from licensing fees collected annually for customized software. Referring to the income for providing advertisement and propaganda to customers, where the television broadcasting accounts for (21) _____%, print media of newspaper and magazine etc. accounts for (22) _____%. Including the income from monthly rental fee, call charge, telecommunication fee and value-added service fee. Including the income from the show ticket sales and place rental, income from various professional, scientific, technology, support, medical, arts, entertainment, recreation, personal and household product repairs and other service incomes. Referring to the construction income of real estate business operators shall be completed by real estate business operators only; for real estate agency income, please enter it in item (10) "Commission income". This field shall be completed by real estate business operators, rental business operators and telecommunication business operators only, including the line rental income and network connection income of telecommunication business operators for providing services to parties in the same field or network service providers. Including the sales income of cellular phones of telecommunication business operators. If numbers are entered into this item, item (12) of question [06] shall indicate the cost expense. Referring to the income from agency, agent and brokerage. Including the service income for operating labor staffing services as secondary business; if the primary business is manpower staffing operation, please enter it in item (06) "Other service income".
	Issuance and publication income (02)	
	Copyright income (03)	
	Advertisement income (04)	
	Telecommunication income (05)	
	Other service income (06)	
	Real estate sales income (07)	
	Real estate and equipment rental income (08)	
	Income of sale of secondary products (09)	
	Commission income (10)	
	Catering offering income (11)	
	Other operating revenues (12)	
	Sub-total of operating revenues [(01)-(12)] (13)	
Non-operating Revenues	Rental income (14)	Referring to the rental income of land, house or various equipment of non-rental business operators, where the pure land rental income accounts for approximately (23) _____%, business office and warehouse rental income accounts for approximately (24) _____%.
	Interest income (15)	Including income from interests of stocks and notes.
	Investment gain and earnings of selling assets (16)	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.
	Government subsidy income (17)	Excluding the income for contracting government procurement and entrusted projects.
	Other non-operating revenues (18)	Including exchange gain, licensing fee income, gain on disposal of assets.
	Sub-total of non-operating revenues [(14)-(18)] (19)	
Total of income [(13)+(19)] (20)		

[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 the improvement of service items, contents and service processes (such as: transaction, 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 the utilization of new or significantly improved technology, operation method or new equipment to provide services.	<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)	
Raw material and fuel consumption total value (01)		Referring to the raw materials consumed during the business operation, including the construction material and fuel total value with the inventory gain and loss, including the import tax and storage and transportation fees, but excluding the cost of the part sold and the product purchased for customers.
Outsourced creation expense (02)		Referring to the expense for entrusting other company or individual to design or create program shows. Including the cost of photography business operators outsourcing the firm development, and the cost of publishers outsourcing the printing works.
Communication and network equipment usage fee (03)		Referring to the expense of line rental, network, website proxy and mainframe proxy management of the broadcasting, television program show scheduling and broadcasting business operators, telecommunication business operators and information service business operators.
Video rental expense (04)		Including the video rent expense of the film broadcasted or the cost for purchasing the video.
Fee payment for artists and performing groups (05)		The fee paid to artists and performing group or individual already listed in the salary expense shall not be listed repetitively, where the individual artist expense accounts for (43) _____%.
Copyright fee (06)		Including the payment for intellectual property fees of channel or program show broadcasting, computer software application or literature, arts, music creation etc. and the annual expense of licensing fee for customized software.
Other service costs (07)		The exhibition relevant fees and others do not belong to the service cost of items (01) to (06), which shall not be entered into this item.
Construction in progress and house for sale at the beginning of year (08)		
(subtract) Construction in progress and house for sale at the end of the year (09)	(-)	The full-year outsourced construction payable amount includes the construction cost for outsourcing the construction shall be completed by the real estate business operators, interior design business operators, construction, engineering service and relevant technical consulting business operators only.
Outsourced construction cost (10)		Land value of real estate sold throughout the year shall be completed by real estate business operators only.
Land cost for sale of real estate (11)		Referring to the secondary business operation, sales costs including the inventory gain and loss for manufacturing or sale of products for others, including the cellular phone sale cost and products purchased for customers of telecommunication business operators.
Sales cost for the sale of secondary products (12)		Including the Payrolls, year-round of 2016 total of question [03-1] with the direct labor and indirect labor cost of construction, and the non-salary remunerations (such as retirement pension, various insurance fees, severance pay, employee welfare allocation and other welfare expense).
Salary, retirement and pension, severance pay, welfare expense (13)		Referring to the rental expense of land, house and various equipment, where the pure land rental fee accounts for approximately (44) _____%, business office and warehouse rental fee accounts for approximately (45) _____%.
Rental expense (14)		Where the book and magazine expense accounts for (46) _____%.
Stationery, books and magazine expense (15)		For those already included in the transportation expense of the material purchase cost, no repeated listing shall be made.
Business trip expense (16)		Including the internet network and cable rental expense. Where the postal fees including express delivery fee accounts for approximately (47) _____%.
Transportation expense (17)		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 (48) _____%, business office and warehouse Repair and Maintenance accounts for (49) _____%.
Postal fees (18)		Including transportation equipment accident insurance, but excluding the health insurance and public (labor) insurance fee covered by the employer.
Repair and Maintenance (19)		Including conference, banquet and entertainment expenses.
Advertisement expense (20)		Including donations, relieves, compensations, scholarships, default fine, penalties and various uncollectible accounts etc.
Property insurance expense (21)		Including gifts for troops, donations, penalties and local community event expense etc.
Entertainment expense (22)		Including non-value added business tax.
Private transfer payments and bad debt losses (23)		Including depreciation of investment property.
Transfer payments to government (24)		
Taxation and official fees (25) <small>(Excluding the income tax and export tax)</small>		Including the expense of real estate developer outsourcing for sale.
Depreciations (26)		
Exhausts and amortizations (27)		
Commission expense (28)		Where the water expense accounts for approximately (50) _____%, electric expense accounts for approximately (51) _____%.
Transportation equipment fuel consumption expense (29)		Referring to the fees paid for entrusting warehouse business operators to store goods.
Water, electric and gas expense (30)		Including certificate fees and handling fees.
Pallet and warehouse expense (31)		Referring to the fees paid for the services of acceptance, exchange, guarantee, custody, trust offered by the bank.
Custom declaration expense (32)		Referring to the fees paid for entrusting other companies to clean or handle pollutants generated during the environmental sanitary and operation processes.
Bank service fee (33)		Including the fees paid for membership fees, lawyers, accountants, bookkeepers, land administrative agent and use of contracted workers.
Outsourced cleaning fee (34)		Including other operating expenditures not listed above and reduction of inventory loss or gain on value recovery; 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 on page 5.
Other service fee (35)		Where the expense for the interests on the financial institute loan account for approximately (52) _____%.
Other operating expenditures (36)		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.
Sub-total of operating expenditures [(01)-(36)] (37)		Including disaster loss, exchange loss, asset impairment loss, business suspension and power shortage loss and other non-operating expenditures.
Interests expense (38)		
Investment loss and loss of selling assets (39)		
Other non-operating expenditures (40)		
Sub-total of non-operating expenditures [(38)-(40)] (41)		
Expense total [(37)+(41)] (42)		

[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.
- 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.
 - 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.
 - 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.
 - 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?	<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?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is mobile payment function for sales transaction provided? (Excluding network sales transaction)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there sale via network?	<input type="checkbox"/> (1) Full-year transaction amount is _____ ten-thousand dollars, where the percentage of sale to general public (family) is _____% <input type="checkbox"/> (2) Is there any cross-border sale? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No <input type="checkbox"/> (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 round up to integer)	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)	Asia (Excluding China)	America	Europe	Other regions	<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 (Including Hong Kong, Macau)	Asia (Excluding China)	America	Europe	Other regions	<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)	The accumulated investment amount at the end of quarter is _____ dollars.						<input type="checkbox"/>																												
8. In view of the status of f 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)	<table border="1"> <thead> <tr> <th></th> <th>Domestic</th> <th>Overseas</th> <th>No</th> </tr> </thead> <tbody> <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> </tbody> </table>							Domestic	Overseas	No	(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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If "Yes" selected for any one of the Questions 5 and 6, please continue to Question 7

Raw material and fuel name and number reference table

Item(s)	No.	Item(s)	No.	Item(s)	No.	Item(s)	No.					
Food and beverages (including animal feed)	Rice, noodle, flour	001	Media stereo accessories of microphone, tuner, loudspeaker, loudspeaker, earphones etc.	034	Earth and stone building materials	Gravel	067	Other repair materials	Leather	100		
	Meat	002		Other photographic and creation materials (Please list out product names)		035	Cement		068	Shoe heel and sole	101	
	Aquatic products	003	Paints, pigments and printing materials	Paints, coatings		036	Ready-mixed concrete		069	Other shoe repairing and umbrella materials	102	
	Fruit and vegetables	004		Dyes, pigments and ink		037	Other cement products		070	Timepiece components	103	
	Cookies, snacks, candies	005		Carbon (cartridge) and ink		038	Glass		071	Various furniture and device repair materials	104	
	Alcoholic beverages	006		Lead type		039	Various kilned building materials (such as tiles, red bricks)	072	Funeral supplies	Flowers	105	
	Non-alcoholic beverages (Including tea, milk, coffee)	007		Zincograph		040		Stone building materials (such as marble, granite)		073	Incense products	106
	Tobacco	008		Other printing materials (Please list out product names)		041	Steel beam	074		Joss paper	107	
	Feed and pasture	009		Medical and healthcare products		Western medicine	042	Steel plates and sheets		075	Candle, firecracker, fireworks, matches	108
	Other foods	010				Chinese medicine	043	Steel pipe		076	Other funeral supplies	109
Textile, clothing and sewing materials	Clothing (fabric)	011	Various medical materials		044	Shape steel	077	Oil and fuel	Natural gas	110		
	Lining	012	Other medical care products (Please list out product names)		045	Metal building assembly of metal door frame, metal door and window, light steel frame, metal fence etc.	078		Liquefied petroleum gas	111		
	Zippers and buttons	013	cleaning, sanitary and cosmetic products	Shampoo, conditioner, facial cleaner, body wash lotion (soap)	046		Aluminum materials of aluminum pipe, aluminum plate etc.		079	Fuel oil	112	
	Sewing thread	014		Hair gel, hair oil, hair care agent, shaving agent	047	Lead and zinc products of lead and zinc pipes etc.	080		Gasoline	113		
	Textile products of towels, sheets, pillowcases, quilts etc.	015		Cosmetics, skin care products, perfume, antiperspirant	048	Faucet, valve, retaining bolt	081		Diesel oil	114		
	Clothing	016		Detergent, laundry detergent, clothing softener	049	Screws, nuts and rivets	082		Lubricant oil	115		
	Textile accessories (scarves, belts, hair mesh, textile hats)	017		Tissue paper, paper towel	050	Other metal products (Please list out product names)	083		Other fuels	116		
	Other tailor supplies (Please list out product names)	018		Toothbrush	051	Appliance and communication materials	Wires and cables		084	Miscellaneous raw materials	Paper tableware	117
Papers and paper products	Photocopy paper, thermal recording paper, paper tube, release paper, paper tape	019		Toothpaste, floss, mouthwash	052		Batteries	085	Plastic tableware		118	
	Newspaper, coated paper, molded paper, paper board	020		Dry cleaning agent, bleach, instant glue	053		Light bulbs, light tubes	086	Ceramic tableware		119	
	Paper bag, paper box, paper case, corrugated paperboard	021	Volatile oil (menthol, camphor oil, non-edible animal and vegetable oils)	054	Various types of appliance components		087	Metal knives, forks, chopsticks, spoons	120			
	Other papers and paper products (such as tickets)	022	Environmental fragrance, floor wax, diluted alcohol	055	Wiring devices (such as switches, sockets)		088	Metal tableware of pots, bowls, dishes, plates etc.	121			
	Data processing materials	Blank optical discs	023	Pesticide for agricultural use and pesticide	056		Telephone and cellular phone	089	Sports equipment		122	
Magnetic tape, magnetic disc		024	Other cleaning or cosmetic products (Please list out product names)	057	Central office switches, carrier systems, multiplexers, digital line multiplier, other synchronous, non-synchronous transmission equipment		090	Toys	123			
Continuous report paper products		025	Plastic and rubber products	Plastic leather, cloth	058		Other communication broadcasting equipment and components of antenna, modem, router, gateway, hub, network connector etc.	091	Music instruments		124	
Hard disk, portable disk		026		Plastic bag	059	Vehicle materials	Bicycle lamps	092	Stationery	125		
Memory card		027		Plastic pipe, board	060		Motorcycle and electric bicycle lighting fixtures	093	Other chemical raw materials	126		
Photography and media program show creation materials	Photography films, photographic paper	028		Other plastic products	061		Automobile and all-terrain vehicle (ATV) lighting fixtures	094	Others (Please list out product names)	127		
	Camera, video recorder, lens, flash lamp	029		Rubber products (Including gloves)	062		Inner tires	095				
	Photographic agents (such as photographic developing agent)	030		Wood and bamboo materials	Plywood (plain and processed plywood)		063	Automobile and motorcycle outer tires and other outer tires	096			
	Video tapes	031	Various construction materials (manufactured needles, board-leaved logs etc.)		064		Other bicycle components	097				
	Audio tapes	032	Improved and composite woods (plastic plywood, fiber hardboard)		065	Other motorcycle and electric bicycle components	098					
	Stage props (Including costumes), background scene	033	Wood, bamboo, rattan products		066	Other automobile and all-terrain vehicle (ATM) components	099					

Remarks

Enumerator	Supervising Reviewer	Inspector

2016 Industry and Services Census

Frequently Asked Questions For Form Completion

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

Q1: How to enter the self-owned fixed assets of the company in the form?

A: It shall be entered according to the principle of "whether it is used for business operation". If it is used for business operation, then it shall be entered into items (04)~(08) of the fixed asset in this question according to their categories. For example, the land, house and equipment for rent of the rental business operators shall be entered into the appropriate items (04)~(08) of this question. If the rental business is not the main business of the operator, the fixed asset for rent shall be entered into item (09) "investment Property" in this question. The construction land, construction under process and house or land for sale of real estate business operator shall be entered into item (01) "Inventory and material stock" of this question.

Q2: The office used for business is provided by the owner without compensation, which item does such office belong to on the form?

A: If it belongs to a company organization, then the value of such item shall be entered into item [17] "Rented or borrowed fixed asset" of this question; if it belongs to a sole proprietorship or partnership organization, then please enter into the fixed asset items according to the types of land, house and building respectively.

Question 05 [Full-year incomes in 2016]

Q: How to enter the rental income of land, house and various equipment in the form?

A: If it belongs to the rental business for the rental income of all lands, houses and equipment for business purposes, please enter them into item (08) "Real estate and equipment rental income" of this question; if it does not belong to the rental business, please enter it into item (14) "Rental income" of this question.

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 providing online reservation; building management operator upgrades from general building management to hotel style management, information service provider uses big data to analysis technology to develop a new marketing software. 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 design service provider introduces 3D printing technology to assist product development etc.

Q2: Which type of marking 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 form?

A: The operating expenditures in this question includes the operating cost (such as sales cost, labor cost etc.) incurred during the company operation, and the operating fees (such as management, marketing, 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: The 2016 annual operating cost of the company lists that the employee salary is 70,000,000 dollars, and the operating expenditures lists the salary and retirement pension of 8,000,000 dollars, then for item (13) "Salary, retirement and pension fund, severance pay, welfare expense" in this question shall be entered with the amount of 78,000,000 dollars (70,000,000 dollars +8,000,000 dollars)

Q2: Shall the network rental fee be entered in the item of "Communication and network equipment usage fee" or "Postal fees"?

A: If the fee is used directly for business purposes, such as television program show and broadcasting business, telecommunication business, information service business, the expense for renting the line and network shall be entered into item (03) "Communication and network equipment usage fee" of this question; if it belongs to the management handling fee, then it shall be entered into item (18) "Postal fee" of 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: 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.

Q4: Does the service of allowing consumers to make reservation via network platform belongs to network sales

A: Network sale shall include the confirmation of purchase order on the network system, meaning that it shall confirm the transaction item content and price; therefore, if it merely provides online reservation service, it does not belong to the network sales.

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	