

Approval Authority: Executive Yuan
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Reference Date: December 31, 2016



2016 Industry and Services Census
Wholesale and Retail Trade Industry
Survey Form A



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

(This form is also applicable to accommodation and food service activities industry)

Organized by DGBAS

Name of Enterprise, Person-in-charge, Contact Person, 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 businesses of wholesale, retail...
(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 columns: Census No., Township (town, city, district), Village (li), Serial No., Determination No.

Table with 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.

[the above fields shall be completed by the enumerator]

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

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

Organization type selection table with categories: 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] Business operation items in 2016:

- 1. Primary: (Please describe the specific content of the business, such as: wholesale of general merchandise, wholesale of bedclothes, retail of glasses, retail children clothes, retail of bicycles, commodity wholesale brokerage, department store, supermarket, chain convenient store, retail hypermarket, television shopping, hotel, camping zone, fast food store etc.)
2. Secondary: (Please enter items for the main category of business only, and such items entered shall be the ones with greater production, sales, service values)

[02-2] Product sales channel in 2016:

[Shall be completed by those whose primary business is in Wholesale and Retail Trade Industry only]

Table showing Sales type and channel (Wholesale, Retail) and Total sales percentage (100%)

[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.
(1) Employees: refer to the personnel of regularly employed, temporary employee and hour workers...
(2) Supervisors/ technicians: include supervisors and supervision personnel, pharmacists, marketing and planning personnel...
(3) Non-supervisors/ non-technicians: including assistant for professions and business supporting personnel, service and sales personnel...
(4) Own-account workers and unpaid family workers: refer to proprietors without permanent salaries and family relative workers...
(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, including the base salary, overtime payment, subsidy, all types of bonuses and employee remunerations etc...
(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, showing Item(s), Number of persons engaged, and Payrolls, year-round of 2016 (dollars)

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

During the entire year, has your company signed labor contracts for contracted workers with other companies in order to assign workers to your company and to provide labor services under the work assignment and supervision by your company? (Excluding manpower of outsourced business)

- 1. Yes. During January to December, a maximum number of people and a minimum number of 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 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, showing Item(s), Amount (dollars), and detailed descriptions for various asset categories like Current asset, Fixed asset, Investment Property, Long term investment, Net value of intangible asset, Other assets, Total asset, and Rented or borrowed fixed asset.

**【04-2】 Full-year self-owned fixed assets 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 incomes for 5 years**

- ▲ 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)	
	Catering supply income (02)	
	Service income (03)	
	Commission income (04)	
	Other business income (05)	
	Sub-total of operating revenues [(01)-(05)] (06)	
	Export sales income (13)	
Non-operating revenues	Rental income (07)	
	Interests income (08)	
	Investment gain and earnings of selling assets (09)	
	Other non-operating revenues (10)	
	Sub-total of non-operating revenues [(07)-(10)] (11)	
Income total [(06) + (11)] (12)		

- Including the secondary product for sale purchased from other companies, self-manufactured products and accommodation and food service activities industry.
- Including service fee income
- Including the accommodation income of lodging business and service income of product repair and processing etc.
- Referring to the income of brokerage, agency, agent, and the commission income of shops in department stores.
- Referring to the income from overseas orders.
- 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 exchange gain, licensing fee income, gain on disposal of assets and government subsidies etc.

**【06】 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 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)	Full-year product purchase amount (including import tax) (01)	
	Product inventory value at the beginning of year (02)	
	(subtract) product inventory value at the end of year (03)	(-)
	Raw material and fuel consumption value (including the food and material consumption of catering business) (04)	
	Salary, retirement and pension fund, severance pay, welfare expense (05)	
	Rental expense (06)	
	Commission expense (07)	
	Taxation and official fees (excluding income tax and import tax) (08)	
	Depreciations (09)	
	Bad debt losses and transfer payments (including donation) (10)	
	Other operating expenditures (11)	
	Sub-total of operating expenditures [(01)-(11)] (12)	
Non-operating revenues	Interest expense (13)	
	Other non-operating expenditures (14)	
	Sub-total of non-operating expenditures [(13)-(14)] (15)	
All expense total [(12)+(15)] (16)		

- Referring to the net value after subtracting the product return and discount from the product purchased throughout the year; the product purchase cost includes various types of import tax and domestic storage and transportation fees.
- Referring to the inventory value of the product purchased (including its inventory gain and loss); please enter based on the amount before evaluation, excluding the inventory of self-manufactured products, raw materials, materials, fuels etc.
- Referring to the consumption cost for business in product transaction and offering of accommodation and catering service (including its inventory gain and loss) and material cost of self-manufactured products (including its inventory gain and loss).
- 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 the rental expense of the rent of land, house and various equipment etc.
- Including the commissions paid for promotion, consignment, introduction and agency transaction (excluding franchise licensing fee).
- 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 value recovery gain), export sale loss, entertainment fee and miscellaneous expense etc.
- Including investment loss, sale of asset loss, asset reduction loss, disaster loss, exchange loss, suspension of business and power shortage loss and other non-operating expenditures etc.

**【07】 Full-year intangible investment amount in 2016:**

- ▲ Intangible investment refers to direct or indirect investment activities helpful to increase the company competitiveness.
- ▲ Cost and capital expense amount, referring to items related to the full-year cost expense in Question [06] and the actual asset utilization status at the end of year in Question [04-1] respectively.

- 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.
- 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.
- 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.
- 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

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".

**【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 activates in 2016:**

- ▲ Innovative activities are not required to be the first in the industry but shall be significantly different from the original technologies of activities of your company.

Item(s)	Yes	None
1. Is there any launch of new series of products or offering of completely new services or services with significant technology improvement in 2016? ▲ Including new series of product, catering and service items, contents and service processes (such as: transaction, payment method) improvement, but excluding the product transaction without involving any technology improvements.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there any introduction of new or technology significantly improved service backend operation in 2016? ▲ Referring to the use of new or significantly improved technology, operation method or new equipment in manufacturing, managing and distribution of products and providing services.	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there any introduction of brand new or significantly improved marketing, organization strategy or management method in 2016? ▲ Referring to the introduction of new information system or method to assist the internal management operation, such as financial, human resource, marketing, customer relationship management, strategic alliance, organization decision making, knowledge management etc.	<input type="checkbox"/>	<input type="checkbox"/>

**【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 wholesale and retail trade 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 (Please select or enter the following information)	None (Please select)
1. Is computer or network equipment used?	<input type="checkbox"/>	<input type="checkbox"/>
↓ If "Yes" is selected, please continue to enter the following usage conditions		
2. Is it used for assisting the internal operation? ▲ Foundation operations: referring to the arrangements on the human resource, salary, accounting, purchase order records, inventory, operation scheduling etc. that are helpful in simplifying the internal operations. ▲ Management and decision making operations: except for the foundation operation, referring to operations with the further use of electronic systems to assist the internal management, including cost and profit analysis, product sale and inventory management, 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 2A) (2)A. Does the management decision operation use the following system or technology? (Multiple selection applicable) <input type="checkbox"/> ① Enterprise Resource Planning or Customer Relationship Management (CRM) operating system <input type="checkbox"/> ② Cloud computation (Obtained via internet network, excluding free uses) <input type="checkbox"/> ③ Big Data analysis <input type="checkbox"/> ④ None of the above	<input type="checkbox"/>
3. Is business information provided via network? ▲ For example, the establishment of company website including social website, online advertisement listing, e-mail transmitting business information etc.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is mobile payment function for sales transaction provided? (excluding network sales transaction) ▲ Mobile payment via QR Code, APP, sensor and other technologies, use mobile devices of cellular phones for direct payment or collection of payment.	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there any sales via the internet network? ▲ Referring to the use of network to perform order receiving, sales operation on specific transaction platform, network or system (including EDI); excluding the mere use of e-mail for product information inquiry, social network for transmitting purchase orders. ▲ Third party payment refers to that between the seller and buyer, a network electronic payment platform established by a third party is used to perform the fund collection and payment transfer services for both the seller and buyer in order to ensure the transaction security.	(1) Full-year transaction amount is _____ ten-thousand dollars, where the percentage of sale to general public (family) is _____ % (2) Is there any cross-border sale? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. None (3) Is third party payment used? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. None	<input type="checkbox"/>

**[12] Full-year sale of products purchased from overseas status in 2016:** [Shall be completed by operators of the primary business in wholesale and retail trade industry only]

▲ 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.

The sales income of the sale of products purchased from overseas throughout the year is \_\_\_\_\_ dollars. (If this item>0, then please complete the following Questions 1-3)

<p>1. Where the percentage of entrusting or purchasing from overseas affiliate companies (including overseas branch units) is _____ %</p>	<p>2. Overseas production region distribution ratio (%)</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:15%;">China <small>(including Hong Kong and Macau)</small></th> <th style="width:15%;">Asia <small>(excluding China)</small></th> <th style="width:15%;">America</th> <th style="width:15%;">Europe</th> <th style="width:15%;">Other regions</th> <th style="width:10%;">Total</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td>100</td> </tr> </table>	China <small>(including Hong Kong and Macau)</small>	Asia <small>(excluding China)</small>	America	Europe	Other regions	Total						100	<p>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.</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:50%;">Sales income (dollars)</th> <th style="width:50%;">Sales cost (dollars)</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Sales income (dollars)	Sales cost (dollars)		
China <small>(including Hong Kong and Macau)</small>	Asia <small>(excluding China)</small>	America	Europe	Other regions	Total													
					100													
Sales income (dollars)	Sales cost (dollars)																	

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

Item	Yes (Please select or enter the following information)	None (Please select)																												
<p>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.</p>	<input type="checkbox"/> (1) Procurement only <input type="checkbox"/> (2) Sales only <input type="checkbox"/> (3) Both	<input type="checkbox"/>																												
<p>2. Is there any assignment of domestic employees for business trips, training or working at overseas?</p>	<input type="checkbox"/>	<input type="checkbox"/>																												
<p>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 foreign workers of production operators, labor workers, kitchen staff, care workers etc.)</p>	<input type="checkbox"/>	<input type="checkbox"/>																												
<p>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</p>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:15%;">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></th> <th style="width:10%;">Regional distribution of shareholding percentage <small>(please round off to integer)</small></th> <th style="width:10%;">Total</th> <th style="width:10%;">China <small>(including Hong Kong and Macau)</small></th> <th style="width:10%;">Asia <small>(excluding China)</small></th> <th style="width:10%;">America</th> <th style="width:10%;">Europe</th> <th style="width:10%;">Other regions</th> </tr> <tr> <td> </td> <td> </td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> <td>%</td> </tr> </table>	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"/>												
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		%	%	%	%	%	%																							
<p>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.</p>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:35%;">Total is _____ companies <small>(Please continue to enter the regional distribution on the right)</small></th> <th style="width:10%;">China <small>(including Hong Kong and Macau)</small></th> <th style="width:10%;">Asia <small>(excluding China)</small></th> <th style="width:10%;">America</th> <th style="width:10%;">Europe</th> <th style="width:10%;">Other regions</th> </tr> <tr> <td> </td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> </tr> </table>	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		companies	companies	companies	companies	companies	<input type="checkbox"/>																
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	companies	companies	companies	companies	companies																									
<p>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.</p>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:35%;">Total is _____ companies <small>(Please continue to enter the regional distribution on the right)</small></th> <th style="width:10%;">China <small>(including Hong Kong and Macau)</small></th> <th style="width:10%;">Asia <small>(excluding China)</small></th> <th style="width:10%;">America</th> <th style="width:10%;">Europe</th> <th style="width:10%;">Other regions</th> </tr> <tr> <td> </td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> <td>companies</td> </tr> </table> <p>Accumulated investment amount is _____ dollars at the end of quarter</p>	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		companies	companies	companies	companies	companies	<input type="checkbox"/>																
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	companies	companies	companies	companies	companies																									
<p>7. Was there any other single company having control capacity on your company at the end of year? ▲ The control capability refers to the party having more than 50%(inclusive) of shares of your company, or having shares less than 50% but having the control on the financial, operation, human resource of your company or lead the decision of the board of directors.</p>	<p><input type="checkbox"/> (1) Yes (End of questions)</p> <p><input type="checkbox"/> (2) No (Please continue on Question 8 on the right)</p>																													
<p>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)</p>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:15%;">Domestic</th> <th style="width:15%;">Overseas</th> <th style="width:10%;">None</th> </tr> </thead> <tbody> <tr> <td>(1) Overall international business operation management <small>(including the decision affairs of financial, human resource, operation direction etc.)</small></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	None	(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"/>	
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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

### Question 06 “Full-year cost expense in 2016”

- Q1: The statement of the company includes two main parts of operating (sales) cost and operating expenditures, how to enter such parts in the form?
- A: The operating expenditures in this question includes the operating (sales) cost (such as the material purchase cost, labor cost, raw material consumption etc.) incurred during the company operation, and the operating fees (such as management, sales, 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.
- Q2: How to calculate the raw material and fuel consumption value?
- A: (1) Raw materials and fuels refer to the cost consumed for the business in the product transaction and offering of accommodation and catering service as well as the material cost of self-manufactured products. Such as the plastic bags, ropes, paper bags used for packaging in stores; dish ingredients and spices of catering business; sanitary items provided by lodging business.
- (2) Consumption values include the purchase cost and transportation and warehouse cost (such as pallet warehouse fee, transportation fee, insurance fee etc.) If the consumables refer to the imported raw materials, their price shall be calculated based on the Cost, Insurance and Freight (CIF) method, and it shall also include import tax and domestic transportation and warehouse fee.

### Question 09 “Full-year innovative activities in 2016”

- Q1: How to distinguish between “Service innovation” and “Service backend operation innovation”?
- A: Service innovation refers to the offering of more diverse service items or more convenient service processes in order to expand customer ranges and increase customer satisfaction, such as second-hand bookstore transforming into compound operation by providing reading and catering services, or catering business operators introducing the mobile payment etc. As for the service backend operations, they refer to relevant operations for providing services but not having no direct contacts with the customers, and the innovative activities include the introduction of new function equipment or operation method in order to achieve the goals of increase of operation efficiency and reduction of costs, such as the introduction of warehouse delivery management system, electronic shelf tags, smart kitchen equipment etc.
- Q2: The products under agency and sold by the company each year are different, should this be considered as innovation o products?
- A: Brand new series of products under the agency of the company or sold by the company, or the new product sold, sale method, customers, store decoration (equipment) are significantly different from those in the past, then the products are considered to be innovative.
- Q3: Which type of marketing and sales method introduced or used by the company is considered to be an 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 11 “Business operation digitalization status in 2016”

- Q1: The company has the enterprise resource planning (ERP) operating system but it is only equipped with some functions, should this be considered to belong to the use in foundation and management, decision making operations?
- A: The enterprise resource planning (ERP) operating system involves great aspects and its function is extremely powerful. General medium and small companies would first establish early stage operating system, followed by expanding the system functions gradually according to the company operation status. However, regardless the level of construction of the company, as long as it is established with the enterprise resource planning (ERP) operating system, it belongs to the use in the foundation and management, decision making operations.
- Q2: The company self-purchased servers and information equipment to construct a cloud system, shall the “Cloud computation” in this question be selected?
- A: No selection should be made. The cloud computation in this question refers to the (payment) and the computing resource obtained from the external via internet, such as payment to Amazon, Microsoft, Google, Chunghwa Telecom...etc. cloud vendor to purchase cloud data storage space, mainframe, software or information system etc. Therefore, the cloud computing resource self-constructed by the internal of the company does not belong to the scope of this question.

- Q3: The statement of the company includes two main parts of operating (sales) cost and operating expenditures, how to enter such parts in the form?
- A: Mobile payment refers to the transaction payment via mobile devices of cellular phone, tablet computer etc., such the use of QR Code scanning or the use of specific mobile payment tools (such as LINE Pay, Apple Pay, Android Pay, Allpay... etc.) for direct payments. If only the function of allowing consumers to enter credit card number online manually, it does not belong to the mobile payment.

### Question 12 “Status of full-year sale of product purchased overseas in 2016”

- Q: For the products of the company sold to overseas, if it is listed as commission income, how to enter the sales income and sales cost?
- A: If the sales income is listed as commission income, please enter the sales amount and cost of the original purchase order respectively. For example: If the company receives a purchase order of USD100,000 from a foreign client, and the supplier in China directly delivers the goods to the foreign client, and the cost is USD95,000, then the company accounting shall record “Commission income” for NTD150,000. In addition, the item shall be entered in the item “where the product not transported back to our nation but delivered to buyer overseas or subject specified by the buyer directly”, and the amount of NTD3,000,000, USD10,000x30 [exchange rate], shall be entered for the sales income, and the sales cost shall be NTD2,850,000 (USD95,00x30 [exchange rate]).

### Question 13 “Cross-border transaction, investment planning and personnel interaction status in 2016”

- Q1: How calculate the foreign shareholder total shareholding percentage?
- A: It only requires the sum of all individual foreign shareholders with more than 10% of company shares; if the shareholder is a mutual fund, then the shareholding percentage shall not be included in the calculation. For example: 4 foreign shareholders of A, B, C and D hold the company shares of 25%, 15%, 12% and 1% respectively, where A is a food manufacturing company, B is a mutual fund, C and D are natural person, then only the 2 shareholders of A and B are calculated, and the shareholding percentage total shall be 37% (25%+12%).
- Q2: Does not an international company with domestic and foreign business allocations include the subsidiary company, affiliate company or branch company overseas?If its businesses operated in both domestic and overseas, how to make selection on the form?
- A: The question here is mainly to understand the international business allocation distribution status of international business group; therefore, different from other questions, the form shall be completed based on the aspect of “overall international business group” ; therefore, it shall include all domestic and overseas branch companies, subsidiary companies and re-investment businesses under the group invest and controlled by the company. If the business is operated in both domestic and overseas, then it shall be based on the business with high economic value contribution domestically or overseas, and either “Domestic” or “Overseas” shall be selected. For example: A company is a domestic 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:

Questions	Domestic	Overseas	None
(1) Overall international business operation management	V		
(2) Order receiving, sales, market investigation	V		
(3) Material and product procurement		V	
(4) Research and development or professional technology, knowledge consultation		V	
(5) Manufacturing, construction, mining, pollution treatment		V	
(6) Product sales or service providing			V