



Juancho Yrausquin Blvd 6, Units 7/8
Philipsburg, St. Maarten
Tel.: 549-0235
E-mail: statinfo@sintmaartengov.org

Business ID:

Chamber of Commerce Nr:

Interviewer: _____ Telephone: _____ Nr.:

ANNUAL REPORT QUESTIONNAIRE 2014

INSURANCE COMPANIES AND PENSION FUNDS

COMPANY INFORMATION	
Name Company:	_____
Doing Business As (DBA):	_____
Company contact person	_____
Telephone:	_____ Fax: _____
Email:	_____

IMPORTANT NOTICE

In accordance with the Statistics Ordinance AB 2013, GT no. 450, the survey will be conducted entirely confidentially and your participation is obligatory.

IMPORTANT: The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-9

Please provide detailed specifications of other operational costs on page 11
The explanatory notes for that section are on page 12.

INDUSTRY: 64100 - 66300 FINANCIAL AND INSURANCE ACTIVITIES

ANNUAL REPORT QUESTIONNAIRE 2014

Business ID

Sector Ch. Of Comm.

D.C. Nr:

GENERAL QUESTIONS

1 Main activity: _____

2 The fiscal year of this company ran from _____ through _____ 2014
(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2014)

3 Was the company active for the whole fiscal year 2014(not counting vacations)? Yes No

PERSONNEL

- 4 Number of **full-time** paid personnel (on the payroll)
- 5 Number of **part-time (working less than 25 hours a week)** paid personnel (on the payroll)
- 6 Total number of paid personnel on payroll (full-timers plus part-timers)
- 7 Number of non-paid personnel (owner or members of the family not on the payroll)
- 8 Average number of personnel (paid plus non-paid) in 2014

June 2014	Dec 2014
<input type="text"/>	<input type="text"/>

PROFIT AND LOSS ACCOUNT 2014

All amounts in thousands of guilders

9 Premiums earned (for insurance companies: minus reinsurance)

- a. Commercial:
 - Financial corporations
 - Non-financial corporations
 - b. Government
 - c. Individuals
- + →

10 Net investment income earned allocated to technical provisions

- a. Commercial:
 - Financial corporations
 - Non-financial corporations
 - b. Government
 - c. Individuals
 - d. The rest of the world (foreign)
- + → +

11 Total receipts (9 plus 10)

12 Changes in technical reserves (see explanatory notes) (+/-) -

13 Claims/benefits paid by insurance companies and pension funds

- a. Commercial:
 - Financial corporations
 - Non-financial corporations
 - b. Government
 - c. Individuals
- + → -

14 Other income +

15 Total output: Non-life insurance (11, 13 and 14)

Life insurance (11, 12, 13 and 14)

(see explanatory notes)

ANNUAL REPORT QUESTIONNAIRE 2014

PROFIT AND LOSS ACCOUNT 2014

All amounts in thousands of guilders

EXPENSES

2014

16 Depreciation on tangible fixed assets			
17 Gross wages and salaries (own personnel only) and other personnel costs			
18 Social security contributions by employer			
19 *Other operational costs (excluding profit tax and turnover tax) of which:			
19a - Rent			
19b - Utilities			
19c - Telephone/fax/internet			
19d - Costs of transportation			
19e - Marketing costs			
19f - Professional services			
19g - Other operational costs (see explanatory notes)			
(excluding financial expenses & other extraordinary expenses)			
		+	
		→	
			+
20 Total costs (16 through 19)			
21 Net income from normal operations before taxes (15 minus 20)			

EXTRAORDINARY INCOME AND EXPENSES

22 Other extraordinary income			
23 Other extraordinary expense			
		-	
24 Total extraordinary income/expense (22 minus 23)			
		→	
25 Book profit on sales of the company's capital goods			
26 Book loss on sales of the company's capital goods			
		-	
27 Total book loss/profit on sales on capital goods (25 minus 26)			
		→	
			+
28 Total other income/expenses (24 plus 27)			
29 Profit/loss before taxes (21 plus 28)			

The following questions are only applicable for NV's or BV's

30 Profit tax	
31 Retained profits over the fiscal year	
32 Dividend to be paid over	
33 Dividend benefits/investment income to be received	
34 Gross insurance premiums paid to the rest of the world	
35 Turnover tax (BBO)	

*** A detailed specification is asked on page 11**

BALANCE SHEET

All amounts in thousands of guilders

	<u>end of 2014</u>	<u>end of 2013</u>
36 Tangible fixed assets <i>(book value after accumulated depreciation from fiscal accounts)</i>		
Please check the end value of the fixed assets as follows:		
End value 2013 + investments 2014 -/- disposals 2014 -/- depreciation 2014 +/- book profit(loss) = end value 2014.		
37 Balance sheet total (see explanatory notes)		

NOTES TO THE TANGIBLE FIXED ASSETS

(Use the depreciation schedule to answer the following questions)

	Investments	Disposals <i>(proceeds, not bookvalue!)</i>
	<u>2014</u>	<u>2014</u>
Investments in/disposals of tangible fixed assets:		
38 Buildings (including lots)		
39 Other construction and groundwork		
40 Land and sites (unbuilt on)		
41 Transportation equipment		
42 Computers, softwares and databases		
43 Machinery and other business equipment		
44 Research and Development		
	+	+
45 Total investments/disposals (38 thru 44)		
46 Which part of the investments was produced or installed on own account (see explanatory notes)		
47 of which: wages and salaries of own personnel		
48 of which: overhead/general costs		

Experience has shown that the filling out of the part on investments and disposals poses many problems. You can prevent many questions from the side of STAT by adding to your survey form a copy of the note to the balance sheet in which the movement of the fixed assets is shown. Also a copy of the specification of personnel expenses is highly appreciated.

ADDITIONAL QUESTIONS

49 Does this company have an off-shore permit?

(a company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

Yes No

- 50 Legal organisation 1 N.V. (see question 51) 6 V.O.F.
 2 B.V. (see question 51) 7 Public Corporation
 3 Individual proprietorship (with or without personnel) 8 Union
 4 Foundation 9 Association
 5 Partnership 0 Other (e.g. C.V.) _____

51 What percentage of your (company's) assets is owned by a foreign company? Please specify your answer with the percentage and the country of establishment of the foreign company

%	Country

52 Is there data included in the figures supplied that relate to branches on other islands of the former Netherlands Antilles or in other countries?

Yes No Percentage included %

53 List of other branches or units covered in this survey

Branch/Unit	Chamber of Commerce Nr.	Location	Activity

54 Would you like to receive the forms by email in the future? If yes, please fill out email address.

Yes No Email address: _____

Contact information for the person filling out this questionnaire	
Name	_____
Tel.	_____
Email	_____
<i>If filled in by accountants office please specify:</i>	
Name office	_____

Explanatory notes

A company is the smallest unit with its own balance sheet and profit and loss account. In terms of the National Accounts a company consists of one or more establishments on the same island. For this purpose foreign branches and branches on the other islands of the former Netherlands Antilles are considered third parties.

- 1 The main activity is the activity which generates the largest revenue, or in which the largest number of employees is engaged. The first criterion is preferred. The main activity will be given a code by STAT.
- 4 Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study.
- 5 Part-time workers on the payroll (loonstaten) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week
- 7 Non-paid personnel: proprietors and family members working in the company who are not on the payroll. These don't include casual laborers cleaning the office or the garden, etc
- 8 The average number of personnel preferably should be calculated as the average over the 12 months of the financial year. Non-paid personnel should be included in this average.
- 9 The premiums earned are equal to those parts of the premiums payable in the current or previous periods which cover the risks incurred during the accounting period in question. They are not equal to the premiums actually payable during the accounting period, as only part of the period covered by an individual premium may fall within the accounting period in which it is payable. These premiums cover risks in the current and future accounting period. The prepayment of premiums, which refer to those parts of the premium which cover risks in the subsequent accounting period or periods, form part of the technical reserves. Thus total premiums earned are equal to premiums receivable less the value of the changes in the reserves due to prepayment of premiums. Commissions should not be included.
- 10 For both insurance and pension funds, the total amount of claims/benefits paid often exceeds the amount of premiums receivable. This is possible because the contingencies covered by the policies do not occur in the same period as the premiums are paid. Premiums are paid regularly, whereas claims/benefits fall due later, especially in the case of life insurance. In the time whereas claims/benefits fall due later, especially in the case of life insurance. In the time disposal of the companies to invest and earn income from it. The net investment income earned allocated to technical provisions is equal to the income from investment of the insurance technical reserves. These reserves consist of: 1) pre-paid premiums resulting from the difference between the actual premiums earned and the premiums payable, 2) reserves against outstanding claims resulting from the difference between the claims due and claims actually payable, 3) actuarial reserves for life insurance and reserves for with-profit insurance

12 Changes in technical reserves are equal to the changes in the actuarial reserves and reserves for with-profit insurance. These consist of allocations to the actuarial reserves and reserves for with-profits insurance policies to build up the capital sums guaranteed under these policies. Most of these reserves are related to life insurance, but they may be needed in the case of non-life insurance when claims are paid out as annuities instead of lump sums.

13 Although claims become due for payment by the insurance corporation when the contingency specified in the policy eventuates, they may not be actually payable until some time later, often because of negotiation about the amounts due. The claims in this question refer to the claims which become due for payment during the accounting period. They are equal to the claims actually payable within the accounting period plus the changes in the reserves against the actually payable within the accounting period plus the changes in the reserves against the outstanding claims

Description of sectors

The non-financial corporations sector includes:

- ü all non-financial corporate enterprises (NV,BV,CV)
- ü non-financial holding corporations
- ü non-financial quasi sole proprietorship businesses
- ü non-financial quasi corporate partnerships

- ü non financial quasi corporate market non-profit institutions serving businesses

The government sector includes:

- ü the local and central government departments
- ü non-market non-profit institutions mainly controlled and financed by government
- ü unincorporated government enterprises which are not quasi corporate

Note

A quasi corporation is an unincorporated enterprise that functions as a corporation in the sense that it has a complete set of accounts consisting of profit and loss accounts and balance sheets, and must be able to make independent decisions. According to the business census about two-third of all sole proprietorship businesses and almost all partnerships are quasi corporations.

15 **Output life insurance:** premiums earned (question 9) + premium supplements (question 10) - benefits due (question 13) - increase(or + decrease) in actuarial provisions for life insurance (question 12) + other income (question 14). Hence if the actuarial provisions are positive (an increase) it should be subtracted and vice versa.

Output non-life insurance: premiums earned (question 9) + premium supplements (question 10) - claims on an accrual basis (question 13) + other income (question 14)

16 Mention only the depreciation on tangible fixed assets, **not** on goodwill for example

- 17 Only basic salaries of the company's personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in question 19g (other operational costs). Include income of owners only if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV). Do not include wage costs pertaining to investments on own account. These should be stated at question 46.
- Other personnel expenses cover overtime pay, staff bonuses, gratuities, dearness and holiday allowances, value of wages in kind (free lodging, free meals, transportation) social events and commissions to own sales staff. Distribution of profits to directors and other personnel should also be mentioned here. Expenses for training and professional working clothes are not personnel expenses, these costs are included in other operational costs(19g).
- 18 Social security contributions include the **employers** part of premiums paid to the SZV (AOV/AWW and sickness insurance), and other private insurances paid on behalf of the personnel (e.g. pension premiums and private sickness insurances). Include severance payments (cessantia) if these were paid out directly to the employee.
- 19 Other operational costs include all other non-durable goods and services purchased from third parties, with the exception of donations, provisions (e.g. doubtful accounts) or other extraordinary expenses (e.g. difference in prices) etc. Extraordinary, non operational costs, should be filled out at question 23. A breakdown is asked at question 19a through 19g in order to be able to further analyze the data, especially the operating result in comparison with previous years. Transportation costs include fuel, lease of company cars and such. Marketing costs concerns all advertising and publicity costs. Professional services include notary, legal services, and accountancy.
- 19g Should **exclude** financial expenses such as bank fees, interest etc.
- 22 & 23 Other extraordinary income/expenses include costs such as damages, donations, goodwill, release of provisions etc.
- 25 & 26 Look at the notes to questions 38 through 44, concerning the disposals, for the amount which needs to be filled out at these questions.
- 35 Ninety percent of the turnover tax paid or the complete amount is probably included at question 19g (other costs) already. So this question pertains to the complete amount of turnover tax paid over the fiscal year.
- 37 Total assets on the balance sheet. These are the combined possessions on the balance date.

Use the depreciation schedule to answer the questions about investments and disposals

38 to 44

Investments in tangible fixed assets include the purchase value of all durable means of production (capital goods) purchased during the financial year. Durable means of production are goods which have an expected life time of more than 1 year. Capital goods that are leased by way of an operational lease should not be included here.

Investments should also include the cost of installations, architect costs, notary and other transfer costs, cost of permanent fixture in buildings, as well as expenses for capital repairs. Funds invested during the fiscal year in construction projects which have not yet been delivered should also be included.

Do **not** include: investments in foreign branches or other islands of the former Netherlands Antilles, take-over of existing firms which will continue their operations unchanged, and investments in intangible assets like goodwill, copyright and patents, also no portfolio investments.

39 Other construction and groundwork includes non-commercial buildings, such as dwellings, association buildings, sports facilities, construction of parking lots and asphaltting.

40 Land and sites (unbuilt on) refers to land improvements only (inclusive cost of ownership transfer)

In the column for **disposals** the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company should be stated. Differences between proceeds of the sale and book value of the capital goods sold should be in question 27.

46 Investments produced or installed on own account include the manufacturing, construction and/or installation of fixed assets (buildings, machinery, installations, etc.) for the company's use (not for sales purposes). In this case, all goods and services obtained from third parties should be deducted. The remaining part of the investments on own account consists of two parts: labour costs of own personnel and overhead costs. This subdivision should be given at the questions 47 and 48.

51 Purpose of this question is to get an insight at the level at which local companies are owned by foreign companies

INTERMEDIATE CONSUMPTION DETAILS

IMPORTANT: Only fill in question 2 on page 11 of this section.

This section asks for a specification of the totals for **cost of sales** and **other operational costs**.

Please skip **section 1** which asks for details about cost of sales.

See explanatory notes with these questions on page 12.

1. Specification of the cost as given at question 12 page 2.

This specification concerns the various purchases of merchandise, raw and auxiliary materials.

Work from third parties should be provided under question 2 on the next page.

All amounts in thousands of guilders

Merchandise, raw and auxiliary materials

Agriculture and fisheries products	<input type="text"/>
Food products	<input type="text"/>
Beverages	<input type="text"/>
Tobacco products	<input type="text"/>
Apparel	<input type="text"/>
Leather/leather products and footwear	<input type="text"/>
Textiles (other than apparel)	<input type="text"/>
Jewellery	<input type="text"/>
Domestic appliances	<input type="text"/>
Stone, sand and clay	<input type="text"/>
Non-metallic products	<input type="text"/>
Metal products	<input type="text"/>
Products of wood, cork, straw and plaiting materials	<input type="text"/>
Office, accounting and computing machines; electrical machinery; electronics	<input type="text"/>
Paper and paper products	<input type="text"/>
Transport equipment	<input type="text"/>
Refined petroleum products	<input type="text"/>
Chemical products	<input type="text"/>
Other products not elsewhere specified	<input type="text"/>

Other costs:

Import duties	<input type="text"/>
Freight: air	<input type="text"/>
land	<input type="text"/>
sea	<input type="text"/>
Storage charges	<input type="text"/>
Premiums for transportation insurance	<input type="text"/>

+

Total costs (must be equal to question 12 on page 2)

INTERMEDIATE CONSUMPTION DETAILS

2. Specification of other operational costs as given at [question 17 on page 2](#).

All amounts in thousands of guilders

Rent:	buildings	<input type="text"/>
	transportation	<input type="text"/>
	machines	<input type="text"/>
Electricity and cooking gas		<input type="text"/>
Water		<input type="text"/>
Communication (telephone, courier, internet, fax, mobile, and other communication)		<input type="text"/>
Fuel		<input type="text"/>
Parts and accessories of:	computers	<input type="text"/>
	motor vehicles	<input type="text"/>
	other vehicles	<input type="text"/>
Maintenance and repair services of ships		<input type="text"/>
Maintenance and repair of:	buildings	<input type="text"/>
	transportation (excl.ships)	<input type="text"/>
	machines	<input type="text"/>
Hospitality services (e.g. travel and accomodation)		<input type="text"/>
Private education services		<input type="text"/>
Other business activities		<input type="text"/>
Health services		<input type="text"/>
Supporting and auxiliary transport services, travel agencies		<input type="text"/>
Other services: (cleaning, work from third parties, entertainment, other repairs)		<input type="text"/>
Construction materials and services		<input type="text"/>
Food products		<input type="text"/>
Finishing of textiles, wood and paper		<input type="text"/>
Other final products		<input type="text"/>
Life insurance		<input type="text"/>
Non-life insurance		<input type="text"/>
Activities auxiliary to financial intermediation		<input type="text"/>
Other costs not elsewhere specified		<input type="text"/>
		+
Total other costs (must be equal to question 17 on page 2)		<input type="text"/>

EXPLANATORY NOTES : INTERMEDIATE CONSUMPTION DETAILS

Intermediate consumption or intermediate costs are the operational cost of enterprises. It regards those costs that are being transformed during the production (for example grain that is processed into flour, and in turn flour that is processed into bread) and costs which are completely used up during the process (such as electricity and water). Costs that are not considered as intermediate consumption in national accounts are investments, wages and salaries, social contribution, taxes, depreciation of fixed assets, taxes, social contributions and subsidies.

Agriculture and fishery products

cereals; vegetables; fruits and nuts; seeds; living plants; cut flowers and flower buds (including bouquets, wreaths, baskets); live animals and animal products (excluding meat); fish live and fresh; crustaceans live and fresh (i.e. crabs, lobsters, shrimps); molluscs live and fresh (i.e. oysters, mussels, scallops, clams); raw milk; other animal products (i.e. natural honey)

Food products

meat and meat products; prepared and preserved fish, crustaceans, molluscs and other aquatic invertebrates; prepared and preserved vegetables pulses and potatoes, prepared and preserved fruits and nuts; animal fats; vegetable oils, dairy and egg products; grain mill products, starches and starch products; sugar and molasses; fruit prepared

Beverages:

alcohol, liquors, wines, malt liquors and malt, bottled mineral waters, soft drinks, juices

Tobacco products:

cured stemmed/stripped tobacco leaves, Cigars, cheroots, cigarillos and cigarettes of tobacco or tobacco substitutes, other manufactured tobacco and manufactured tobacco substitutes; "homogenized" or "reconstituted" tobacco; tobacco extracts and essences.

Leather/ leather products and footwear

leather; luggage and handbags of leather; other articles of leather; footwear

Textiles

yarn; thread; textile articles other than apparel (i.e. bed and table linen, curtains, pillows, tarpaulins, carpets)

Domestic appliances

washing machines; dishwashers; fans; stoves; cooking appliances,

Stone, sand and clay

marble and other calcareous monumental or building stone; granite, sandstone and other monumental or building stone; other monumental or building stone; sand; gravel; asphalt; limestone, gypsum, anhydrite, or other calcareous stone of a kind used for the manufacture of lime or cement

Non-metallic products

Bricks; blocks; cement; tiles; plasters; worked marble; other worked monumental or building stone and articles thereof

Metal products

basic iron and steel; products of iron or steel; basic precious metals; other fabricated metal products

Products of wood, cork, straw and plaiting materials

wood; plywood; hardboard; fibreboard; other products of wood (i.e. tableware, kitchenware, wooden frames); articles of cork

Office, accounting and computing machines; electrical machinery; electronics

cash registers, printers, generators; transformers; lighting equipment; televisions; radios

Paper and paper products

pulp; paper and paper products; printed matter and related articles; newsprint; hand-made paper and paperboard; cartons; boxes; carbon paper; toilet paper; napkins; sanitary or hospital articles; sanitary towels; books

Transport equipment

motor vehicles, trailers and semi-trailers and parts and accessories thereof; ships; boats; aircraft and spacecraft and parts thereof; other transport equipment

Refined petroleum products

motor gasoline and aviation gasoline; kerosenes; gas oil; fuel oils; lubricants

Chemical products

basic chemicals; paint, ink, medicines, pharmaceutical products, cosmetic products, cleaning preparations; fertilizers and pesticides; other chemical products

Other operational costs**Private education services**

work-related schooling and training

Other business activities

accountancy/bookkeeping, security, consultancy, advice, legal costs, marketing, advertising, research and development