Form nr
Business ID
Chamber of Commerce nr

Juancho Yrausquin Blvd 6, Units 7/8
Philipsburg, St. Maarten
Tel.: 549-0245
E-mail: statinfo@sintmaartengov.org

Interviewer: ____________________________ Tel: ____________________________

NATIONAL ACCOUNTS SURVEY 2016 & 2017

COMPANY INFORMATION

Official business name: ____________________________
Doing Business As (DBA): ____________________________
Company contact person: ____________________________
Telephone nr: ____________________________
Email address: ____________________________

PURPOSE OF THE SURVEY

The purpose of this survey is to collect financial information on the activities of all businesses and non-profit institutions in Dutch Sint Maarten. The data collected by this survey is necessary in order to compile statistics on the performance of Sint Maarten’s economy in accordance with the guidelines and methodologies as stipulated by the United Nations System of National Accounts.

IMPORTANT NOTICES

1. In accordance with the Statistics Ordinance AB 2015, no. 9, the survey will be conducted entirely confidentially and your participation is obligatory.
2. Please return completed survey no later than December 31st 2018.
3. The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-8

INDUSTRY:
1100 - 9990 AGRICULTURE, FISHING & MINING
10100 - 33200 MANUFACTURING
35100 - 35300 ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
36000 - 39000 WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT & REMEDIATION
41000 - 43909 CONSTRUCTION
58100 - 63990 INFORMATION AND COMMUNICATION
64100 - 66300 FINANCIAL AND INSURANCE ACTIVITIES
68100 - 68201 REAL ESTATE ACTIVITIES
69100 - 75002 PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
77100 - 82990 ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
85100 - 85500 EDUCATION
86100 - 88900 HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
90000 - 93299 ARTS, ENTERTAINMENT AND RECREATION
94100 - 96099 OTHER SERVICE ACTIVITIES
**GENERAL QUESTIONS**

1a. Main activity: ________________________________

2a. The fiscal year of this company ran from __________ through __________ 2016

2b. The fiscal year of this company ran from __________ through __________ 2017

*(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)*

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)?  Yes [ ] No [ ]

3b. Was the company active for the whole fiscal year 2017 (not counting vacations)?  Yes [ ] No [ ]

### PERSONNEL

4. Number of full-time paid personnel (on the payroll)  
   | Jun 2016 | Dec 2016 | Jun 2017 | Dec 2017 |
   |_________ |_________ |_________ |_________ |

5. Number of part-time paid personnel (on the payroll) (working less than 25 hours a week)  
   |_________ |_________ |_________ |_________ |

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)  
   |_________ |_________ |_________ |_________ |

### PROFIT AND LOSS ACCOUNT

*All amounts should be filled in thousands of guilders*

<table>
<thead>
<tr>
<th>INCOME</th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Revenue from sales or services rendered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other revenue received</td>
<td></td>
<td></td>
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<tr>
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<td>12. Cost of sales (Exclude turnover tax and personnel costs) (Only if applicable; these are inputs used in the production process)</td>
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<td></td>
</tr>
<tr>
<td>13. Gross profit (11 minus 12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COSTS

14. Depreciation on tangible fixed assets  
   |_________ |_________ |

15. Gross wages and salaries (own personnel only) and other personnel costs  
   |_________ |_________ |

16. Social security contributions by employer  
   |_________ |_________ |

Other operational costs of which:

17a. Rent  
   |_________ |_________ |

17b. Utilities  
   |_________ |_________ |

17c. Telephone/fax/internet  
   |_________ |_________ |

17d. Costs of transportation  
   |_________ |_________ |

17e. Marketing costs  
   |_________ |_________ |

17f. Professional services  
   |_________ |_________ |

17g. Other operational costs (Exclude taxes (profit, turnover, income, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses))  
   |_________ |_________ |

17. Total other operational costs (17a to 17g)  
   |_________ |_________ |

18. Total costs (14 through 17)  
   |_________ |_________ |

19. Net income from normal operations before taxes (13 minus 18)  
   |_________ |_________ |
### PROFIT AND LOSS ACCOUNT (CONT.)

**All amounts should be filled in thousands of guilders**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER INCOME AND EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Extraordinary and financial income</td>
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<td>21. Extraordinary and financial expenses</td>
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**The following questions are only applicable for NV's or BV's**

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### BALANCE SHEET

**All amounts should be filled in thousands of guilders**

<table>
<thead>
<tr>
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<th>end of 2017</th>
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<td></td>
<td></td>
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**Question 33 CHECK! Please check the end value of the tangible fixed assets as follows:**


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<th>end of 2016</th>
<th>end of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. Balance sheet total</td>
<td></td>
<td></td>
<td></td>
</tr>
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### INVENTORIES

<table>
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<th>end of 2016</th>
<th>end of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. Own products (finished goods)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Work in progress (ALSO on construction projects)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Raw and auxiliary materials for production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Merchandise (goods purchased for resale)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Total inventories on balance sheet (35 thru 38)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
51. 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 [ ]

52. Legal organisation
   1 N.V. (see question 53)  
   2 B.V. (see question 53)  
   3 Individual proprietorship (with or without personnel)  
   4 Foundation  
   5 Partnership  
   6 V.O.F.  
   7 Public Corporation  
   8 Union  
   9 Association  
   0 Other (e.g. C.V.)

53. 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
   ---|---------
   |     |
   |     |

54. 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 [ ] %

55. List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
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<td></td>
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</tr>
</tbody>
</table>

56. 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: ________________________________

If filled in by accountants office please specify:
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.

1a. 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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 and 2017

4. Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5

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 are proprietors and family members working in the entity 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. For companies in the:
   - Manufacturing industry: state the revenue from the production of goods manufactured by the firm itself. Revenue from sales of goods purchased from third parties for resale should be filled in at question 10
   - Service industries: Services rendered are for example services from accountants, lawyers, car rentals, cleaning companies, dive centers etc.

10. Income from other sources related to the business, e.g. rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc.
    Exclude: grants and donations received, gains or losses on the sale of fixed assets and bad debts recovered.

12. For trade companies, cost of sales are the goods purchased for resale. Also includes freight charges.
    For non-trade companies, cost of sales are inputs used in the production process. For example, for a company in the manufacturing industry, i.e. a bakery, cost of sales would be the cost of the flour used as input for cakes etc.
    Wages and salaries should not be included under cost of sales. Should be filled in by question 15
    Hence, the costs of own personnel should be filled in by questions 15 and 16, whereas work from third parties should be filled in under other operational costs, question 17g

14. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill

15. Only basic salaries of the company's personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 17g. Income of owners should only be included if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV).

16. 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.
17d. Costs of transportation includes fuel, lease of company cars. Exclude freight charges, this should be filled in by question 12.

17e. Marketing costs includes all advertising and publicity costs.

17f. Professional services include notary, legal services, accountancy and consultancy.

17g. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

Exclude extraordinary expenses (see notes by question 21)
Exclude financial expenses such as bank charges, interest etc; Fill in by question 21

20. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc.
Financial income includes interest etc.

21. Extraordinary expenses are unusual and infrequent expenses. Examples of extraordinary expenses are damages, donations given, provisions (e.g. doubtful accounts) etc.
Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices

23. The profit that was made on the selling of any capital goods should be filled in here.

24. The loss incurred on the selling of any capital goods should be filled in here.

32. The complete amount of turnover tax paid over the fiscal year should be filled in here. Usually the Profit and Loss account reports 90% of the turnover tax paid. However, the total amount, 100%, should be reported here not just the 90%.

33. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check

   **End value 2016 =** end value 2015 (Q33) + investments 2016 (Q47) - disposals 2016 (Q47) - depreciation 2016 (Q14) +/- book profit(loss) (Q25)

   **End value 2017 =** end value 2016 (Q33) + investments 2017 (Q47) - disposals 2017 (Q47) - depreciation 2017 (Q14) +/- book profit(loss) (Q25)

34. Total assets on the balance sheet.

35. Include the value of finished goods held in stock at the end of the accounting year.

36. Include the value of work-in-progress at the end of the accounting year.

37. Include the value of stocks of raw materials and other supporting materials (e.g. office supplies) at the end of the accounting year.

38. Include the value of stocks of goods for resale at the end of the accounting year.
EXPLANATORY NOTES

40 - 46. Use the depreciation schedule to answer the questions about investments and disposals

INVESTMENTS

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

DISPOSALS

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 23 or a book loss in question 24.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

40. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

41. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the buildings are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

42. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of seawalls, dykes, dams and major irrigation systems.

43. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

44. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems

45. Refers to information, computer and telecommunications (ICT) equipment and other machinery and equipment not elsewhere classified i.e. telecommunications equipment; office, accounting and computing equipment; other machinery etc.

46. Refers to the expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge.

48. 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. Report division in questions 49 and 50.
NATIONAL ACCOUNTS SURVEY 2016 & 2017

COMPANY INFORMATION

Official business name: ________________________________________________

Doing Business As (DBA): ____________________________________________

Company contact person: ____________________________________________

Telephone nr: ______________________________________________________

Email address: _____________________________________________________

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INDUSTRY: 55100-56309 ACCOMMODATION AND FOOD SERVICE ACTIVITIES
### GENERAL QUESTIONS

1a. Main activity: 

2a. The fiscal year of this company ran from __________ through __________ 2016

2b. The fiscal year of this company ran from __________ through __________ 2017

(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)?  
Yes ☐  No ☐

3a. Was the company active for the whole fiscal year 2017 (not counting vacations)?  
Yes ☐  No ☐

### PERSONNEL

4. Number of full-time paid personnel (on the payroll)  
5. Number of part-time paid personnel (on the payroll)  
   (working less than 25 hours a week)
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)

<table>
<thead>
<tr>
<th></th>
<th>Jun 2016</th>
<th>Dec 2016</th>
<th>Jun 2017</th>
<th>Dec 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL</strong></td>
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<td>8.</td>
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### PROFIT AND LOSS ACCOUNT

All amounts should be filled in thousands of guilders

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
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<tr>
<td><strong>INCOME</strong></td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
</tr>
<tr>
<td>9a. Revenue from food and beverage serving services</td>
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</tr>
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Other operational costs of which:

17a - Rent |            |
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17d - Costs of transportation |            |
17e - Marketing costs |            |
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17g - Other operational costs (Exclude taxes (profit, turnover, income, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses)) |            |
17. Total other operational costs (17a to 17g) |            |

18. Total costs (14 through 17) |            |

19. Net income from normal operations before taxes (13 minus 18) |            |
### PROFIT AND LOSS ACCOUNT (CONT.)

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</table>

*Question 33 CHECK! Please check the end value of the tangible fixed assets as follows:*


<table>
<thead>
<tr>
<th></th>
<th>end of 2015</th>
<th>end of 2016</th>
<th>end of 2017</th>
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</thead>
<tbody>
<tr>
<td>34. Balance sheet total</td>
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</table>

### INVENTORIES

<table>
<thead>
<tr>
<th></th>
<th>end of 2015</th>
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### NOTES TO THE TANGIBLE FIXED ASSETS

(Use the depreciation schedule to answer the following questions)

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51. Does this company have an off-shore permit?  
   Yes [ ] No [ ]  
   (A company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

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   [ ] 1 N.V. (see question 53)  
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   [ ] 5 Partnership  
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   [ ] 7 Public Corporation  
   [ ] 8 Union  
   [ ] 9 Association  
   [ ] 0 Other (e.g. C.V.)

53. 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
   __________________________________________
   __________________________________________
   __________________________________________

54. 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 [ ] %

55. List of other branches or units covered in this survey

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Contact information for the person filling out this questionnaire

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   Tel.:__________________________________________
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If filled in by accountants office please specify:

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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.

1a. 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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 and 2017.

4. Includes all full-time paid personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5.

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 are proprietors and family members working in the entity 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.

10. Income from other sources related to the business, e.g. rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc.

Exclude: grants and donations received, gains or losses on the sale of fixed assets and bad debts recovered.

12. For trade companies, cost of sales are the goods purchased for resale. Also includes freight charges.

For non-trade companies, cost of sales are inputs used in the production process. For example, for a company in the manufacturing industry, i.e. a bakery, cost of sales would be the cost of the flour used as input for cakes etc.

Wages and salaries should not be included under cost of sales. Should be filled in by question 15.

Hence, the costs of own personnel should be filled in by questions 15 and 16, whereas work from third parties should be filled in under other operational costs, question 17g.

14. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill.

15. Only basic salaries of the company’s personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 17g.

Income of owners should only be included 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. Fill in at question 49.

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/uniforms are not consiered personnel expenses, these expenses fall under other operational costs, question 17g.

16. 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.
17d. Costs of transportation includes fuel, lease of company cars. Exclude freight charges, this should be filled in by question 12

17e. Marketing costs includes all advertising and publicity costs.

17f. Professional services include notary, legal services, accountancy and consultancy

17g. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

Exclude extraordinary expenses (see notes by question 21)
Exclude financial expenses such as bank charges, interest etc; Fill in by question 21

20. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc.
Financial income includes interest etc.

21. Extraordinary expenses are unusual and infrequent expenses. Examples of extraordinary expenses are damages, donations given, provisions (e.g doubtful accounts) etc.
Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices

23. The profit that was made on the selling of any capital goods should be filled in here.

24. The loss incurred on the selling of any capital goods should be filled in here

32. The complete amount of turnover tax paid over the fiscal year should be filled in here. Usually the Profit and Loss account reports 90% of the turnover tax paid. However, the total amount, 100%, should be reported here not just the 90%.

33. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check
End value 2016 = end value 2015 \( Q_{33} \) + investments 2016 \( Q_{47} \) - disposals 2016 \( Q_{47} \) - depreciation 2016 \( Q_{14} \) +/- book profit(loss) \( Q_{25} \)

End value 2017 = end value 2016 \( Q_{33} \) + investments 2017 \( Q_{47} \) - disposals 2017 \( Q_{47} \) - depreciation 2017 \( Q_{14} \) +/- book profit(loss) \( Q_{25} \)

34. Total assets on the balance sheet.

35. Include the value of finished goods held in stock at the end of the accounting year.

36. Include the value of work-in-progress at the end of the accounting year.

37. Include the value of stocks of raw materials and other supporting materials (e.g. office supplies) at the end of the accounting year.

38. Include the value of stocks of goods for resale at the end of the accounting year.
EXPLANATORY NOTES

40 - 46. Use the depreciation schedule to answer the questions about investments and disposals

INVESTMENTS

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

DISPOSALS

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 23 or a book loss in question 24.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

40. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

41. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the buildings and are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

42. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of seawalls, dykes, dams and major irrigation systems.

43. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

44. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems

45. Refers to information, computer and telecommunications (ICT) equipment and other machinery and equipment not elsewhere classified i.e. telecommunications equipment; office, accounting and computing equipment; other machinery etc.

46. Refers to the expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge.

48. 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. Report division in questions 49 and 50.
NATIONAL ACCOUNTS SURVEY 2016 & 2017

COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Official business name:</th>
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<table>
<thead>
<tr>
<th>Doing Business As (DBA):</th>
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<tr>
<th>Company contact person:</th>
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<tr>
<th>Telephone nr:</th>
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<th>Email address:</th>
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PURPOSE OF THE SURVEY

The purpose of this survey is to collect financial information on the activities of all businesses and non-profit institutions in Dutch Sint Maarten. The data collected by this survey is necessary in order to compile statistics on the performance of Sint Maarten’s economy in accordance with the guidelines and methodologies as stipulated by the United Nations System of National Accounts.

IMPORTANT NOTICES

1. In accordance with the Statistics Ordinance AB 2015, no. 9, the survey will be conducted entirely confidentially and your participation is obligatory.

2. Please return completed survey no later than December 31st 2018.

3. The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-8

INDUSTRY: 49100-53200 TRANSPORTATION AND STORAGE
1a. Main activity: ____________________________

2a. The fiscal year of this company ran from _______ through _______ 2016

2b. The fiscal year of this company ran from _______ through _______ 2017

(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)? Yes ☐ No ☐

3a. Was the company active for the whole fiscal year 2017 (not counting vacations)? Yes ☐ No ☐

PERSONNEL

4. Number of full-time paid personnel (on the payroll) __________ __________ __________ __________

5. Number of part-time paid personnel (on the payroll) (working less than 25 hours a week) +_________ +_________ +_________ +_________

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) __________ __________ __________ __________

All amounts should be filled in thousands of guilders

PROFIT AND LOSS ACCOUNT

INCOME ( x 1,000 ANG) ( x 1,000 ANG)

9. Revenue from services rendered/ storage facilities __________ __________

10. Other revenue received __________ +_________

11. Total receipts (9 plus 10) __________ __________

12. Cost of sales ( Exclude turnover tax and personnel costs) (Only if applicable; these are inputs used in the production process) __________ __________

13. Gross profit (11 minus 12) __________ __________

COSTS

14. Depreciation on tangible fixed assets __________ __________

15. Gross wages and salaries (own personnel only) and other personnel costs __________ __________

16. Social security contributions by employer __________ __________

Other operational costs of which:

17a - Rent __________ __________

17b - Utilities __________ __________

17c - Telephone/fax/internet __________ __________

17d - Costs of transportation __________ __________

17e - Marketing costs __________ __________

17f - Professional services __________ __________

17g - Other operational costs Exclude taxes (profit, turnover, income, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses) __________ __________

17. Total other operational costs (17a to 17g) __________ +_________

18. Total costs (14 through 17) __________ __________

19. Net income from normal operations before taxes (13 minus 18) __________ __________
## PROFIT AND LOSS ACCOUNT (CONT.)

*All amounts should be filled in thousands of guilders*

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td><strong>OTHER INCOME AND EXPENSES</strong></td>
<td>( x 1,000 ANG)</td>
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</tr>
<tr>
<td>20. Extraordinary and financial income</td>
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<tr>
<td>21. Extraordinary and financial expenses</td>
<td></td>
<td></td>
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<tr>
<td>22. Total extraordinary and financial income/expenses (20 minus 21)</td>
<td>(+/-)</td>
<td>(+/-)</td>
</tr>
<tr>
<td>23. Book profit on sales of the company's capital goods</td>
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<tr>
<td>24. Book loss on sales of the company's capital goods</td>
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<tr>
<td>25. Total book loss/profit on sales on capital goods (23 minus 24)</td>
<td>(+/-)</td>
<td>(+/-)</td>
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<tr>
<td>26. Total other income/expenses (22 plus 25)</td>
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<tr>
<td>27. Profit/loss before taxes (19 plus 26)</td>
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*The following questions are only applicable for NV's or BV's*

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<tr>
<td>28. Profit tax (NV's or BV's only)</td>
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<tr>
<td>29. Retained profits over the fiscal year</td>
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<tr>
<td>30. Dividend to be paid over</td>
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<td>31. Dividend benefits/investment income to be received</td>
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## BALANCE SHEET

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<td>33. Tangible fixed assets (book value after accumulated depreciation from fiscal accounts)</td>
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</tr>
<tr>
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<td>proceeds, not bookvalue!</td>
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Yes ☐ No ☐  
Percentage included ☐ %

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Yes ☐ No ☐  
Email address: _______________________________________

Contact information for the person filling out this questionnaire

Name: ____________________________
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If filled in by accountants office please specify:  
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4. Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5

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 are proprietors and family members working in the entity 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. For companies in the:
   - **Manufacturing industry**: state the revenue from the production of goods manufactured by the firm itself. Revenue from sales of goods purchased from third parties for resale should be filled in at question 10
   - **Service industries**: Services rendered are for example services from accountants, lawyers, car rentals, cleaning companies, dive centers etc.

10. Income from other sources related to the business, e.g. rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc.

    **Exclude**: grants and donations received, gains or losses on the sale of fixed assets and bad debts recovered.

12. For **trade companies**, cost of sales are the goods purchased for resale. Also includes freight charges.

    For **non-trade companies**, cost of sales are inputs used in the production process. For example, for a company in the manufacturing industry, i.e. a bakery, cost of sales would be the cost of the flour used as input for cakes etc.

    **Wages and salaries should not** be included under cost of sales. Should be filled in by question 15

    Hence, the costs of own personnel should be filled in by questions 15 and 16, whereas work from third parties should be filled in under other operational costs, question 17g

14. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill

15. Only basic salaries of the company’s personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 17g. Income of owners should only be included 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. Fill in at question 49.

    **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/uniforms are not considered personnel expenses, these expenses fall under other operational costs, question 17g.

16. 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.
EXPLANATORY NOTES

17d. Costs of transportation includes fuel, lease of company cars. **Exclude** freight charges, this should be filled in by question 12

17e. Marketing costs includes all advertising and publicity costs.

17f. Professional services include notary, legal services, accountancy and consultancy

17g. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

**Exclude** extraordinary expenses (see notes by question 21)

**Exclude** financial expenses such as bank charges, interest etc; Fill in by question 21

20. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc.

Financial income includes interest etc.

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Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices

22. The profit that was made on the selling of any capital goods should be filled in here.

24. The loss incurred on the selling of any capital goods should be filled in here

32. The complete amount of turnover tax paid over the fiscal year should be filled in here. Usually the Profit and Loss account reports 90% of the turnover tax paid. However, the total amount, 100%, should be reported here not just the 90%.

33. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check

**End value 2016** = end value 2015 \( \{Q33\} \) + investments 2016 \( \{Q47\} \) - disposals 2016 \( \{Q47\} \) - depreciation 2016 \( \{Q14\} \) +/- book profit(loss) \( \{Q25\} \)

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34. Total assets on the balance sheet.

35. Include the value of finished goods held in stock at the end of the accounting year.

36. Include the value of work-in-progress at the end of the accounting year.

37. Include the value of stocks of raw materials and other supporting materials (e.g. office supplies) at the end of the accounting year.

38. Include the value of stocks of goods for resale at the end of the accounting year.
EXPLANATORY NOTES

40 - 46. Use the depreciation schedule to answer the questions about investments and disposals

INVESTMENTS

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

DISPOSALS

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 23 or a book loss in question 24.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

40. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

41. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the buildings are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

42. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of seawalls, dykes, dams and major irrigation systems.

43. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

44. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems.

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<table>
<thead>
<tr>
<th>Official business name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doing Business As (DBA):</td>
<td></td>
</tr>
<tr>
<td>Company contact person:</td>
<td></td>
</tr>
<tr>
<td>Telephone nr:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

**PURPOSE OF THE SURVEY**

The purpose of this survey is to collect financial information on the activities of all businesses and non-profit institutions in Dutch Sint Maarten. The data collected by this survey is necessary in order to compile statistics on the performance of Sint Maarten’s economy in accordance with the guidelines and methodologies as stipulated by the United Nations System of National Accounts.

**IMPORTANT NOTICES**

1. In accordance with the Statistics Ordinance AB 2015, no. 9, the survey will be conducted entirely confidentially and your participation is obligatory.
2. Please return completed survey no later than December 31st 2018.
3. The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-8

**INDUSTRY:** 45100-47999  **WHOLESALE & RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES**
1a. Main activity: ____________________________________________

2a. The fiscal year of this company ran from ________ through ________ 2016
2b. The fiscal year of this company ran from ________ through ________ 2017
   (If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)? Yes [ ] No [ ]
3a. Was the company active for the whole fiscal year 2017 (not counting vacations)? Yes [ ] No [ ]

### PERSONNEL

4. Number of **full-time** paid personnel (on the payroll)       | Jun 2016 | Dec 2016 | Jun 2017 | Dec 2017
5. Number of **part-time** paid personnel (on the payroll)   |       +     +     +     +
   (working less than 25 hours a week)
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)           |       +     +     +     +

### PROFIT AND LOSS ACCOUNT

*All amounts should be filled in thousands of guilders*

#### INCOME

<table>
<thead>
<tr>
<th>9. Revenue from sales of goods</th>
<th>( x 1,000 ANG)</th>
<th>( x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Other revenue received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Total receipts (9 plus 10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Cost of sales ( Exclude turnover tax and personnel costs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Only if applicable; these are inputs used in the production process)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Gross profit (11 minus 12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### COSTS

| 14. Depreciation on tangible fixed assets                |               |               |
| 15. Gross wages and salaries (own personnel only) and other personnel costs |               |               |
| 16. Social security contributions by employer           |               |               |
| Other operational costs of which:                      |               |               |
| 17a - Rent                                              |               |               |
| 17b - Utilities                                         |               |               |
| 17c - Telephone/fax/internet                            |               |               |
| 17d - Costs of transportation                           |               |               |
| 17e - Marketing costs                                   |               |               |
| 17f - Professional services                             |               |               |
| 17g - Other operational costs                           |               |               |
|   Exclude taxes (profit, turnover, income, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses) |               |               |
| 17. Total other operational costs (17a to 17g)          |               |               |
| 18. Total costs (14 through 17)                         |               |               |

19. Net income from normal operations before taxes (13 minus 18)
## PROFIT AND LOSS ACCOUNT (CONT.)

**All amounts should be filled in thousands of guilders**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
</tr>
</tbody>
</table>

### OTHER INCOME AND EXPENSES

20. Extraordinary and financial income

21. Extraordinary and financial expenses

22. Total extraordinary and financial income/expenses

23. Book profit on sales of the company’s capital goods

24. Book loss on sales of the company’s capital goods

25. Total book loss/profit on sales on capital goods

26. Total other income/expenses (22 plus 25)

27. Profit/loss before taxes (19 plus 26)

### The following questions are only applicable for NV’s or BV’s

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
</tr>
</tbody>
</table>

28. Profit tax (NV’s or BV’s only)

29. Retained profits over the fiscal year

30. Dividend to be paid over

31. Dividend benefits/investment income to be received

32. Turnover tax

### BALANCE SHEET

**All amounts should be filled in thousands of guilders**

<table>
<thead>
<tr>
<th></th>
<th>end of 2015</th>
<th>end of 2016</th>
<th>end of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
</tr>
</tbody>
</table>

33. Tangible fixed assets (book value after accumulated depreciation from fiscal accounts)

**Question 33 CHECK! Please check the end value of the tangible fixed assets as follows:**


34. Balance sheet total

### INVENTORIES

<table>
<thead>
<tr>
<th></th>
<th>end of 2015</th>
<th>end of 2016</th>
<th>end of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
<td>( x 1,000 ANG)</td>
</tr>
</tbody>
</table>

35. Own products (finished goods)

36. Work in progress (ALSO on construction projects)

37. Raw and auxiliary materials for production

38. Merchandise (goods purchased for resale)

39. Total inventories on balance sheet (35 thru 38)
NOTES TO THE TANGIBLE FIXED ASSETS
(Use the depreciation schedule to answer the following questions)

<table>
<thead>
<tr>
<th>Investments in/disposals of tangible fixed assets:</th>
<th>2016 (x 1,000 ANG)</th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40. Buildings</td>
<td></td>
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<td></td>
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<tr>
<td>41. Other construction and groundwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Land and land improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Transportation equipment</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>44. Computers, softwares and databases</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Machinery and other business equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. Research and Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Total investments/disposals (40 thru 46)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>48. Which part of the investments was produced or installed on own account (see explanatory notes)</td>
<td></td>
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<tr>
<td>49. of which: wages and salaries of own personnel</td>
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<td></td>
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<tr>
<td>50. of which: overhead/general costs</td>
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</tbody>
</table>

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.
51. Does this company have an off-shore permit? 
   Yes ☐ No ☐
   (A company with an off-shore permit is not allowed to
   sell goods and services in the former Netherlands Antilles)

52. Legal organisation

☐ 1 N.V. (see question 53) ☐ 6 V.O.F.
☐ 2 B.V. (see question 53) ☐ 7 Public Corporation
☐ 3 Individual proprietorship (with or without personnel) ☐ 8 Union
☐ 4 Foundation ☐ 9 Association
☐ 5 Partnership ☐ 0 Other (e.g. C.V.)

53. 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

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

54. 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 ☐ %

55. List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

56. 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: ____________________________

If filled in by accountants office please specify:
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.

1a. 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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 and 2017.

4. Includes all full-time paid personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5.

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   Hence, the costs of own personnel should be filled in by **questions 15 and 16**, whereas work from third parties should be filled in under other operational costs, **question 17g**.

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NATIONAL ACCOUNTS SURVEY 2016 & 2017

COMPANY INFORMATION

Official business name: ____________________________________________

Doing Business As (DBA): _________________________________________

Company contact person: _________________________________________

Telephone nr: _________________________________________________

Email address: _________________________________________________

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IMPORTANT NOTICES

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2. Please return completed survey no later than December 31st 2018.

3. The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-7

NON-PROFIT INSTITUTION SERVING HOUSEHOLDS
1. Main activity: ____________________________

2a. The fiscal year of this company ran from __________ through __________ 2016
2b. The fiscal year of this company ran from __________ through __________ 2017
   (If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)? Yes [ ] No [ ]
3a. Was the company active for the whole fiscal year 2017 (not counting vacations)? Yes [ ] No [ ]

PERSONNEL

5. Number of part-time paid personnel (on the payroll) working less than 25 hours a week)
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)

PROFIT AND LOSS ACCOUNT

All amounts should be filled in thousands of guilders

INCOME

9a. Donations received, membership fees
9b. Subsidies from government
9c. Receipts from fund raising activities
10. Other income received
11. Total receipts (9 plus 10)
12. Donations made to households
13. Gross profit (11 minus 12)

COSTS

14. Depreciation on tangible fixed assets
15. Gross wages and salaries (own personnel only) and other personnel costs
16. Social security contributions by employer

Other operational costs of which:
17a. Rent
17b. Utilities
17c. Telephone/fax/internet
17d. Costs of transportation
17e. Marketing costs
17f. Professional services
17g. Other operational costs
   Exclude taxes (profit, turnover, income, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses)
17. Total other operational costs (17a to 17g)
18. Total costs (14 through 17)
19. Net income from normal operations before taxes (13 minus 18)
## PROFIT AND LOSS ACCOUNT (CONT.)

All amounts should be filled in thousands of guilders

<table>
<thead>
<tr>
<th>OTHER INCOME AND EXPENSES</th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Extraordinary and financial income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Extraordinary and financial expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Total extraordinary and financial income/expenses (20 minus 21)</td>
<td>(+/-)</td>
<td>(+/-)</td>
</tr>
<tr>
<td>23. Book profit on sales of the company’s capital goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Book loss on sales of the company’s capital goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Total book loss/profit on sales on capital goods (23 minus 24)</td>
<td>(+/-)</td>
<td>(+/-)</td>
</tr>
<tr>
<td>26. Total other income/expenses (22 plus 25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Profit/loss before taxes (19 plus 26)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## BALANCE SHEET

All amounts should be filled in thousands of guilders

<table>
<thead>
<tr>
<th>Tangible fixed assets (book value after accumulated depreciation from fiscal accounts)</th>
<th>end of 2015 (x 1,000 ANG)</th>
<th>end of 2016 (x 1,000 ANG)</th>
<th>end of 2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Question 28 CHECK! Please check the end value of the tangible fixed assets as follows:**

End value 2016 = end value 2015 + investments 2016 - disposals 2016 - depreciation 2016 +/- book profit(loss)

End value 2017 = end value 2016 + investments 2017 - disposals 2017 - depreciation 2017 +/- book profit(loss)

<table>
<thead>
<tr>
<th>Balance sheet total</th>
<th>end of 2015</th>
<th>end of 2016</th>
<th>end of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INVENTORIES

<table>
<thead>
<tr>
<th>Own products (finished goods)</th>
<th>end of 2015 (x 1,000 ANG)</th>
<th>end of 2016 (x 1,000 ANG)</th>
<th>end of 2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in progress (ALSO on construction projects)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw and auxiliary materials for production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merchandise (goods purchased for resale)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total inventories on balance sheet (30 thru 33)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*The balance sheet total and inventories are calculated using the provided formulas.*

---

3
<table>
<thead>
<tr>
<th>Investments in/disposals of tangible fixed assets:</th>
<th>2016</th>
<th>2016</th>
<th>2017</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(x 1,000 ANG)</td>
<td>(x 1,000 ANG)</td>
<td>(x 1,000 ANG)</td>
<td>(x 1,000 ANG)</td>
</tr>
<tr>
<td>Investments</td>
<td>Disposals</td>
<td>Investments</td>
<td>Disposals</td>
<td></td>
</tr>
<tr>
<td>proceeds,</td>
<td>proceeds,</td>
<td>not bookvalue!</td>
<td>not bookvalue!</td>
<td></td>
</tr>
</tbody>
</table>

35. Buildings
36. Other construction and groundwork
37. Land and land improvements
38. Transportation equipment
39. Computers, softwares and databases
40. Machinery and other business equipment
41. Research and Development

42. Total investments/disposals (35 thru 41)

43. Which part of the investments was produced or installed on own account (see explanatory notes)

44. of which: wages and salaries of own personnel

45. 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

46. Does this company have an off-shore permit? Yes □ No □
   (A company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

47. Legal organisation
   □ 1 N.V. (see question 48) □ 6 V.O.F.
   □ 2 B.V. (see question 48) □ 7 Public Corporation
   □ 3 Individual proprietorship (with or without personnel) □ 8 Union
   □ 4 Foundation □ 9 Association
   □ 5 Partnership □ 0 Other (e.g. C.V.) ______________________

48. 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

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

49. 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 □ □ %

50. List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

51. 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: ________________________________________________

If filled in by accountants office please specify:
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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 and 2017

4. Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5

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 are proprietors and family members working in the entity 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.

10. Income from other sources related to the business, e.g. rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc.

11. Exclude: grants and donations received, gains or losses on the sale of fixed assets and bad debts recovered.

14. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill

15. Only basic salaries of the company's personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 5g. Income of owners should only be included 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. Fill in at question 43. 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/uniforms are not considered personnel expenses, these expenses fall under other operational costs, question 17g.

16. 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.

17d. Costs of transportation includes fuel, lease of company cars.

17e. Marketing costs includes all advertising and publicity costs.

17f. Professional services include notary, legal services, accountancy and consultancy.

17g. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

Exclude extraordinary expenses (see notes by question 21)
Exclude financial expenses such as bank charges, interest etc; Fill in by question 21

20. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc. Financial income includes interest etc.

21. Extraordinary expenses are unusual and infrequent expenses. Examples of extraordinary expenses are damages, donations given, provisions (e.g doubtful accounts) etc. Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices

23. The profit that was made on the selling of any capital goods should be filled in here.
24. The loss incurred on the selling of any capital goods should be filled in here

28. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check

\[
\text{End value 2016} = \text{end value 2015 (Q28)} + \text{investments 2016 (Q42)} - \text{disposals 2016 (Q42)}
- \text{depreciation 2016 (Q14)} +\text{- book profit(loss) (Q25) }
\]

\[
\text{End value 2017} = \text{end value 2016 (Q28)} + \text{investments 2017 (Q42)} - \text{disposals 2017 (Q42)}
- \text{depreciation 2017 (Q14)} +\text{- book profit(loss) (Q25) }
\]

29. Total assets on the balance sheet.

35 - 41. Use the depreciation schedule to answer the questions about investments and disposals

INVESTMENTS

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

DISPOSALS

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 23 or a book loss in question 24.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

35. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

36. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the buildings are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

37. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of seawalls, dykes, dams and major irrigation systems.

38. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

39. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems

40. Refers to information, computer and telecommunications (ICT) equipment and other machinery and equipment not elsewhere classified i.e. telecommunications equipment; office, accounting and computing equipment; other machinery etc.

41. Refers to the expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge.

43. 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. Report division in questions 44 and 45.
Form nr
Business ID
Chamber of Commerce nr

Interviewer: _____________________________ Tel: ____________________________

NATIONAL ACCOUNTS SURVEY 2016 & 2017
FINANCIAL INTERMEDIARY INSTITUTIONS

COMPANY INFORMATION

Official business name: ____________________________
Doing Business As (DBA): ____________________________
Company contact person: ____________________________
Telephone nr: ____________________________
Email address: ____________________________

PURPOSE OF THE SURVEY

The purpose of this survey is to collect financial information on the activities of all businesses and non-profit institutions in Dutch Sint Maarten. The data collected by this survey is necessary in order to compile statistics on the performance of Sint Maarten’s economy in accordance with the guidelines and methodologies as stipulated by the United Nations System of National Accounts.

IMPORTANT NOTICES

1. In accordance with the Statistics Ordinance AB 2015, no. 9, the survey will be conducted entirely confidentially and your participation is obligatory.
2. Please return completed survey no later than December 31st 2018.
3. The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 6-7

INDUSTRY: 64100 - 66300 FINANCIAL AND INSURANCE ACTIVITIES
1. Main activity: 

2a. The fiscal year of this company ran from ______ through ______ 2016
2b. The fiscal year of this company ran from ______ through ______ 2017
   *(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)*

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)? Yes [ ] No [ ]
3b. Was the company active for the whole fiscal year 2017 (not counting vacations)? Yes [ ] No [ ]

### PERSONNEL

4. Number of **full-time** paid personnel (on the payroll)

5. Number of **part-time** paid personnel (on the payroll) *(working less than 25 hours a week)*

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)

All amounts should be filled in thousands of guilders

### PROFIT AND LOSS ACCOUNT

**INCOME** *( x 1,000 ANG)*

9. Interest on loans

10. Interest on deposits

11. Balance (9 minus 10)

12. Other income received

13. Total output (11 plus 12)

**COSTS**

14. Depreciation on tangible fixed assets

15. Gross wages and salaries (own personnel only) and other personnel costs

16. Social security contributions by employer

Other operational costs of which:

17a. Rent

17b. Utilities

17c. Telephone/fax/internet

17d. Costs of transportation

17e. Marketing costs

17f. Professional services

17g. Other operational costs *(Exclude taxes (profit-, turnover-, income-, room tax), financial expenses (interest, bank charges, bad debt etc) & extraordinary expenses (unusual expenses))*

17. Total other operational costs *(17a to 17g)*

18. Total costs *(14 through 17)*

19. Net income from normal operations before taxes *(13 minus 18)*
### PROFIT AND LOSS ACCOUNT (CONT.)

*All amounts should be filled in thousands of guilders*

<table>
<thead>
<tr>
<th></th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER INCOME AND EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Extraordinary and financial income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Extraordinary and financial expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Total extraordinary and financial income/expenses (20 minus 21)</td>
<td>(+/-)</td>
<td>(+/-)</td>
</tr>
<tr>
<td>23. Book <strong>profit</strong> on sales of the company’s capital goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Book <strong>loss</strong> on sales of the company’s capital goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Total book loss/profit on sales on capital goods (23 minus 24)</td>
<td>(+/-)</td>
<td>(+/-)</td>
</tr>
<tr>
<td>26. Total other income/expenses (22 plus 25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Profit/loss before taxes (19 plus 26)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Profit tax (NV’s or BV’s only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Retained profits over the fiscal year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Dividend to be paid over</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Dividend benefits/investment income to be received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Turnover tax</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BALANCE SHEET

*All amounts should be filled in thousands of guilders*

<table>
<thead>
<tr>
<th></th>
<th>end of 2015 (x 1,000 ANG)</th>
<th>end of 2016 (x 1,000 ANG)</th>
<th>end of 2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Tangible fixed assets <em>(book value after accumulated depreciation from fiscal accounts)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Question 33 CHECK! Please check the end value of the tangible fixed assets as follows:**

End value 2016 = end value 2015 + investments 2016 - disposals 2016 - depreciation 2016 +/- book profit(loss)

End value 2017 = end value 2016 + investments 2017 - disposals 2017 - depreciation 2017 +/- book profit(loss)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>34. Balance sheet total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### NOTES TO THE TANGIBLE FIXED ASSETS

(Use the depreciation schedule to answer the following questions)

<table>
<thead>
<tr>
<th>Investments in/disposals of tangible fixed assets:</th>
<th>2016 (x 1,000 ANG)</th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments</td>
<td></td>
<td>Disposals</td>
<td>Investments</td>
<td>Disposals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>proceeds,</td>
<td></td>
<td>proceeds,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>not bookvalue!</td>
<td></td>
<td>not bookvalue!</td>
</tr>
<tr>
<td>35. Buildings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Other construction and groundwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Land and land improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Transportation equipment</td>
<td></td>
<td></td>
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<tr>
<td>40. Machinery and other business equipment</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Research and Development</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td><strong>42. Total investments/disposals (40 thru 46)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Which part of the investments was produced or</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>installed on own account (see explanatory notes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. of which: wages and salaries of own personnel</td>
<td></td>
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<tr>
<td>45. of which: overhead/general costs</td>
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</table>

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.
46. Does this company have an off-shore permit? [Yes] [No] (A company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

47. Legal organisation

- [ ] 1 N.V. (see question 48)
- [ ] 2 B.V. (see question 48)
- [ ] 3 Individual proprietorship (with or without personnel)
- [ ] 4 Foundation
- [ ] 5 Partnership
- [ ] 6 V.O.F.
- [ ] 7 Public Corporation
- [ ] 8 Union
- [ ] 9 Association
- [ ] 0 Other (e.g. C.V.)

48. 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

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
</tr>
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<tbody>
<tr>
<td></td>
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49. 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 [ ] %

50. List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
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51. 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: _________________________________________

If filled in by accountants office please specify:
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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 and 2017.

3. Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5.

4. Part-time workers on the payroll (loonstaten) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week.

5. Non-paid personnel are proprietors and family members working in the entity who are not on the payroll. These don’t include casual laborers cleaning the office or the garden, etc.

6. 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.

7. These questions are only for interest received on deposits of members, respectively paid interest on deposits of members.

8. Income from other sources related to the business, e.g. rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc.

9. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill.

10. Only basic salaries of the company’s personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 17g. Income of owners should only be included if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV).

11. Do not include wage costs pertaining to investments on own account. Fill in at question 49. 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.

12. Expenses for training and professional working clothes/uniforms are not considered personnel expenses, these expenses fall under other operational costs, question 17g.

13. Social security contributions include the employers part of premiums paid to the SZV (AGV/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.

14. Costs of transportation includes fuel, lease of company cars. Exclude freight charges, this should be filled in by question 12.

15. Marketing costs includes all advertising and publicity costs.

16. Professional services include notary, legal services, accountancy and consultancy.

17. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

18. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc. Financial income includes interest etc.

19. Extraordinary expenses are unusual and infrequent expenses. Examples of extraordinary expenses are damages, donations given, provisions (e.g. doubtful accounts) etc. Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices.
23. The profit that was made on the selling of any capital goods should be filled in here.

24. The loss incurred on the selling of any capital goods should be filled in here.

32. The complete amount of turnover tax paid over the fiscal year should be filled in here. Usually the Profit and Loss account reports 90% of the turnover tax paid. However, the total amount, 100%, should be reported here not just the 90%.

33. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check
   \[
   \text{End value} \ 2016 = \text{end value} \ 2015 \ (Q33) + \text{investments} \ 2016 \ (Q42) - \text{disposals} \ 2016 \ (Q42)
   \]
   \[
   \text{depreciation} \ 2016 \ (Q14) +/\ - \text{book profit(loss)} \ (Q25)
   \]
   \[
   \text{End value} \ 2017 = \text{end value} \ 2016 \ (Q33) + \text{investments} \ 2017 \ (Q42) - \text{disposals} \ 2017 \ (Q42)
   \]
   \[
   \text{depreciation} \ 2017 \ (Q14) +/\ - \text{book profit(loss)} \ (Q25)
   \]

34. Total assets on the balance sheet.

35 - 41. Use the depreciation schedule to answer the questions about investments and disposals

**INVESTMENTS**

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

**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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

**DISPOSALS**

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 23 or a book loss in question 24.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

35. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

36. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the buildings and are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

37. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of seawalls, dykes, dams and major irrigation systems.

38. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

39. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems

40. Refers to information, computer and telecommunications (ICT) equipment and other machinery and equipment not elsewhere classified i.e. telecommunications equipment; office, accounting and computing equipment; other machinery etc.

41. Refers to the expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge.

43. 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. Report division in questions 44 and 45.
In accordance with the Statistics Ordinance AB 2015, no. 9, the survey will be conducted entirely confidentially and your participation is obligatory.

Please return completed survey no later than December 31st 2018.

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

INDUSTRY: 64100 - 66300

FINANCIAL AND INSURANCE ACTIVITIES
1. Main activity: 

2a. The fiscal year of this company ran from _______ through _______ 2016  
2b. The fiscal year of this company ran from _______ through _______ 2017  
   *(If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2016 & 2017)*

3a. Was the company active for the whole fiscal year 2016 (not counting vacations)?  
   Yes [ ]  No [ ]
3b. Was the company active for the whole fiscal year 2017 (not counting vacations)?  
   Yes [ ]  No [ ]

### PERSONNEL

4. Number of **full-time** paid personnel (on the payroll) 
   - Jun 2016 
   - Dec 2016 
   - Jun 2017 
   - Dec 2017

5. Number of **part-time** paid personnel (on the payroll)  
   *(working less than 25 hours a week)*
   - Jun 2016 
   - Dec 2016 
   - Jun 2017 
   - Dec 2017

6. Total number of paid personnel on payroll  
   *(full-timers plus part-timers)*
   - Jun 2016 
   - Dec 2016 
   - Jun 2017 
   - Dec 2017

7. Number of non-paid personnel  
   *(owner or members of the family not on the payroll)*
   - Jun 2016 
   - Dec 2016 
   - Jun 2017 
   - Dec 2017

8. Average number of personnel (paid plus non-paid)

### PROFIT AND LOSS ACCOUNT

*All amounts should be filled in thousands of guilders*

9. **Premiums earned** (for insurance companies: minus reinsurance)
   a. Commercial:  
      - Financial corporations 
      - Non-financial corporations
   b. Government
   c. Individuals
   - Total premiums earned (9a through 9c)

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)
    - Total net investment income earned (10a through 10d)

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
    - Total claims/benefits paid (13a through 13c)

14. **Other income**
    (+/-) [ ]

15. **Total output:**
    - Non-life insurance (11,13 and 14)
    - Life insurance (11,12,13 and 14)
## PROFIT AND LOSS ACCOUNT

*All amounts should be filled in thousands of guilders*

<table>
<thead>
<tr>
<th></th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COSTS</strong></td>
<td></td>
<td></td>
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<tr>
<td>16. Depreciation on tangible fixed assets</td>
<td></td>
<td></td>
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<tr>
<td>17. Gross wages and salaries (own personnel only) and other personnel costs</td>
<td></td>
<td></td>
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<tr>
<td>18. Social security contributions by employer</td>
<td></td>
<td></td>
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<tr>
<td>Other operational costs of which:</td>
<td></td>
<td></td>
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<tr>
<td>19a - Rent</td>
<td></td>
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<td>19b - Utilities</td>
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<tr>
<td>19c - Telephone/fax/internet</td>
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<tr>
<td>19d - Costs of transportation</td>
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<td>19e - Marketing costs</td>
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<td>19f - Professional services</td>
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<tr>
<td>19g - Other operational costs</td>
<td>Exclude taxes (profit-, turnover-, income-, room tax), financial expenses (interest, bank charges, bad debt etc) &amp; extraordinary expenses (unusual expenses)</td>
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<tr>
<td>19. Total other operational costs (19a to 19g)</td>
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<tr>
<td>20. Total costs (16 through 19)</td>
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<tr>
<td>21. Net income from normal operations before taxes (15 minus 20)</td>
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<tr>
<td><strong>OTHER INCOME AND EXPENSES</strong></td>
<td></td>
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<tr>
<td>22. Extraordinary and financial income</td>
<td></td>
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<tr>
<td>23. Extraordinary and financial expenses</td>
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<tr>
<td>24. Total extraordinary and financial income/expenses</td>
<td>(+/-)</td>
<td>(+/-)</td>
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<td>(22 minus 23)</td>
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<tr>
<td>25. Book profit on sales of the company's capital goods</td>
<td></td>
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<tr>
<td>26. Book loss on sales of the company's capital goods</td>
<td></td>
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<tr>
<td>27. Total book loss/profit on sales on capital goods</td>
<td>(+/-)</td>
<td>(+/-)</td>
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<td>(25 minus 26)</td>
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<tr>
<td>28. Total other income/expenses (24 plus 27)</td>
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<tr>
<td>29. Profit/loss before taxes (21 plus 28)</td>
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<tr>
<td><strong>The following questions are only applicable for NV’s or BV’s</strong></td>
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<tr>
<td>30. Profit tax (NV’s or BV’s only)</td>
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<td>31. Retained profits over the fiscal year</td>
<td></td>
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<td>32. Dividend to be paid over</td>
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<tr>
<td>33. Dividend benefits/investment income to be received</td>
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<tr>
<td>34. Gross insurance premiums paid to the rest of the world</td>
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<tr>
<td>35. Turnover tax</td>
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The following questions are only applicable for NV’s or BV’s
**BALANCE SHEET**

All amounts should be filled in thousands of guilders

<table>
<thead>
<tr>
<th></th>
<th>end of 2015 (x 1,000 ANG)</th>
<th>end of 2016 (x 1,000 ANG)</th>
<th>end of 2017 (x 1,000 ANG)</th>
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36. Tangible fixed assets *(book value after accumulated depreciation from fiscal accounts)*

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**Question 36 CHECK! Please check the end value of the tangible fixed assets as follows:**

End value 2016 = end value 2015 + investments 2016 - disposals 2016 - depreciation 2016 +/- book profit(loss)

End value 2017 = end value 2016 + investments 2017 - disposals 2017 - depreciation 2017 +/- book profit(loss)

37. Balance sheet total

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**NOTES TO THE TANGIBLE FIXED ASSETS**

(Use the depreciation schedule to answer the following questions)

<table>
<thead>
<tr>
<th></th>
<th>2016 (x 1,000 ANG)</th>
<th>2016 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
<th>2017 (x 1,000 ANG)</th>
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**Investments in/disposals of tangible fixed assets:**

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<tr>
<th></th>
<th>Investments</th>
<th>Disposals proceeds, not bookvalue!</th>
<th>Investments</th>
<th>Disposals proceeds, not bookvalue!</th>
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38. Buildings

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39. Other construction and groundwork

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40. Land and land improvements

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41. Transportation equipment

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42. Computers, softwares and databases

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43. Machinery and other business equipment

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44. Research and Development

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45. Total investments/disposals (38 thru 44)

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46. Which part of the investments was produced or installed on own account (see explanatory notes)

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47. of which: wages and salaries of own personnel

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48. of which: overhead/general costs

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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.
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)  
   2. B.V. (see question 51)  
   3. Individual proprietorship (with or without personnel)  
   4. Foundation  
   5. Partnership  
   6. V.O.F.  
   7. Public Corporation  
   8. Union  
   9. Association  
   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

<table>
<thead>
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<th>%</th>
<th>Country</th>
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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

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
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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: ________________________________

If filled in by accountants office please specify:
Name office: ________________________________
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. This will be given a code by STAT.

2. If the fiscal year did not coincide with the calender year, please supply data for the years ending in 2016 and 2017.

3. Includes all full-time paid personnel personnel on the payroll (loonstaten) of the months under study. Part-time workers on the payroll should be mentioned in question 5

4. Part-time workers on the payroll (loonstaten) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week.

5. Non-paid personnel are proprietors and family members working in the entity who are not on the payroll. These don’t include casual laborers cleaning the office or the garden, etc.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.
**SECTORS**
The non-financial corporations sector includes:
- all non-financial corporate enterprises (NV, BV, CV)
- non-financial holding corporations
- non-financial quasi sole proprietorship businesses
- non-financial quasi corporate partnerships
- non financial quasi corporate market non-profit institutions serving businesses

The government sector includes:
- the local and central government departments
- non-market non-profit institutions mainly controlled and financed by government
- 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.

16. Only the depreciation on tangible fixed assets, i.e. not the depreciation on goodwill

17. Only basic salaries of the company’s personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in other operational costs, question 19g. Income of owners should only be included 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. Fill in at question 47.

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/uniforms are not consiered personnel expenses, these expenses fall under other operational costs, question 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.

19d. Costs of transportation includes fuel, lease of company cars.

19e. Marketing costs includes all advertising and publicity costs.

19f. Professional services include notary, legal services, accountancy and consultancy

19g. Other operational costs include all other non-durable goods and services purchased from third parties. Such as subscriptions, expenses for security, work permits, building cleaning and other services, staff training, recruitment costs etc.

Exclude extraordinary expenses (see notes by question 23)
Exclude financial expenses such as bank charges, interest etc; Fill in by question 23

22. Extraordinary income is unusual and infrequent income. Examples of extraordinary income are donations, release of provisions etc.

Financial income includes interest etc.
23. Extraordinary expenses are unusual and infrequent expenses. Examples of extraordinary expenses are damages, donations given, provisions (e.g. doubtful accounts) etc.
Financial expenses includes bank charges/fees, interest payments, bad debts, difference in prices

25. The profit that was made on the selling of any capital goods should be filled in here.

26. The loss incurred on the selling of any capital goods should be filled in here.

35. The complete amount of turnover tax paid over the fiscal year should be filled in here. Usually the Profit and Loss account reports 90% of the turnover tax paid. However, the total amount, 100%, should be reported here not just the 90%.

36. Book value of the tangible fixed assets after accumulated depreciation. Use formula as a check
\[
\text{End value 2016} = \text{end value 2015} + \text{investments 2016} - \text{disposals 2016} + \text{depreciation 2016} + \text{book profit(loss)}
\]
\[
\text{End value 2017} = \text{end value 2016} + \text{investments 2017} - \text{disposals 2017} - \text{depreciation 2017} + \text{book profit(loss)}
\]

37. Total assets on the balance sheet.

38 - 44. Use the depreciation schedule to answer the questions about investments and disposals

**INVESTMENTS**

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

Investment amounts 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.

Also include funds invested during the fiscal year in construction projects which have not yet been delivered.

**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, portfolio investments and investments in intangible assets like goodwill, copyright and patents.

**DISPOSALS**

Report the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company. Should report any assets sold, surrendered, scrapped or demolished. The difference between the book value of the capital goods and the proceeds from the sale should be reported as either a book profit in question 25 or a book loss in question 26.

Hence, under investments, record any new purchases and assets acquired or produced on own account in the period. Under disposals, record any assets sold, surrendered, scrapped or demolished.

38. Refers to non-residential buildings. Includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the building are included. Also includes leasehold improvements and any extensions and major renovations to existing buildings.

39. Refers to non-commercial building, other structures and other construction work. Includes residential buildings i.e. dwellings, association buildings. Fixtures, facilities and equipment that are integral parts of the building and are included. Also includes leasehold improvements. Other structures include structures other than buildings such as roads, sewer, communication and power lines, bridges etc. Also include extensions and major renovations to existing buildings or structures.

40. Refers to cost of ownership transfer and land improvements which are any actions that leads to major improvements in the quantity, quality or productivity of land, or prevent its deterioration i.e. land clearance, land contouring, creation of
seawalls, dykes, dams and major irrigation systems.

41. Refers to equipment for moving people and objects such as motor vehicles, trailers and semi-trailers; ships; aircraft and spacecraft; and motorcycles, bicycles, etc. Under investments, record any new purchases of transportation equipment. Include any major improvements made to these assets.

42. Refers to computer hardware, computer programs, program descriptions and supporting materials for both systems and applications software and database management systems

43. Refers to information, computer and telecommunications (ICT) equipment and other machinery and equipment not elsewhere classified i.e. telecommunications equipment; office, accounting and computing equipment; other machinery etc.

44. Refers to the expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge.

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. Report division in questions 47 and 48.
### ANNEX

**2018 ESTIMATIONS**

The information requested in this Annex refers to estimations. Its focus is on estimations rather than real figures. Please provide estimations for 2018 (January to December)

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**All amounts should be filled in thousands of guilders**

1. **BUSINESS ACTIVITY**

   a. Estimation of total gross turnover/income of the whole year 2018 (including sales tax/turnover tax)

   b. Compared with the entire year 2017, the turnover/income for 2018

      a) increased (+) by

      b) decreased (-) by:

      (in case of no change fill in '000')

   c. Amount of turnover exported to foreign countries

      (in case of no export fill in '00000')

   d. Total estimated production in units (e.g. kg, hl, m3, etc.): Please specify production unit (i.e. kwh, m3, number of rooms, passengers, liters etc)

      If not available, use manhours (8 of employees x 40 x 52) quantity (x 1000):

   e. Total estimation cost of sales

   f. Total estimated costs (excluding cost of sales) of which:

      i) gross wages and salaries

      ii) social security contributions

      iii) depreciation

      iv) other operational costs

      Total costs (i + ii + iii + iv)

   g. Profit or loss outcome (before profit tax) will be:

      O profit  O loss  O breakeven

   h. The profit or loss outcome compared to last year will:

      O remain the same

      O improve

      O change to profit

      O change to loss

      O deteriorate

2. **INVESTMENTS IN FIXED ASSETS**

   a. Total estimated investment in fixed assets (in case of no investments fill in '00000')

   b. Did you experience investment obstacles?

      O Yes

      O No; go to question 2c

      If yes; please rank a maximum of 3, where 1 is the most important

      ______ shortage of financial resources, due to:

      ______ access to overdraft & loans

      ______ availability of own funds/capital

      ______ poor market forecast

      ______ expectation of profitability

      ______ interest level

      ______ obtainment of work permits

      ______ government policy

      ______ other obstacles: ___________________
c Were investments influenced positively?
   O Yes
   O No; go to question 3

   If yes; please rank a maximum of 3, where 1 is the most important
   availability of qualified personnel
   available financial resources
   forecast market to be good
   forecast of profitability
   level of interest rate
   other factors: ____________________

3 PERSONNEL

a Total number of employees (on the payroll) per December 31, 2018: _______

b Number of other employees per December 31, 2018:
   (i.e. not on the payroll, incl. staff from employment agencies) _______

4 CONFIDENCE IN BUSINESS AND ECONOMY

NOTE: These questions should be filled in by or in cooperation with the proprietor.
Please select only one option.

a The confidence in the economy compared with June 2018 has:
   O deteriorated
   O remained the same
   O improved

b Does the company have confidence in the future?
   O yes
   O no

c What is your opinion on the investment climate at this moment?
   O good
   O moderate
   O bad

5 EXPECTATION FOR THE NEXT YEAR (2019)

a The turnover of 2019 compared to 2018 will:
   a) increase (+) by ___________________________ → + [_______]%
   or
   b) decrease (-) by: ___________________________ → - [_______]%
   (in case of no change fill in '000')

b The investments for next year will:
   O be zero
   O be more or less the same
   O increase
   O decrease

c The number of persons on the payroll for 2019 compared to 2018 will:
   a) increase (+) by ___________________________ → + [_______]%
   or
   b) decrease (-) by: ___________________________ → - [_______]%
   (in case of no change fill in '000')

THANK YOU FOR YOUR COOPERATION