

**CONFIDENTIAL**

TO BE COMPLETED AND RETURNED TO THE CENTRAL STATISTICAL OFFICE, NATIONAL STATISTICS BUILDING,  
80 INDEPENDENCE SQUARE, PORT OF SPAIN, P.O. BOX 98 WITHIN 21 DAYS FROM THE DATE OF ISSUE

B  E  8 1 - 3

Serial No.

4-10



**REPUBLIC OF TRINIDAD AND TOBAGO**  
**MINISTRY OF PLANNING AND DEVELOPMENT**  
**CENTRAL STATISTICAL OFFICE**  
**SURVEY OF ESTABLISHMENTS 200.....**  
**GENERAL FORM**

Industry No. \_\_\_\_\_

11 - 16

Date due for submission to C.S.O. ....

This survey is conducted in accordance with the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad and Tobago (1981). For enquires, please Phone: 623-4493, Ext. 4414 - 23, Email: bizinfo@wow.net. Fax: 625-3

*Please read instructions carefully before completing questionnaire.*

**SECTION 1 - CHARACTERISTICS OF ESTABLISHMENT**

1.1 Name of establishment: .....																																																																																				
1.2 Address of establishment: .....																																																																																				
Phone number: .....		Fax: .....																																																																																		
Email: .....		Website: .....																																																																																		
1.3 Name and Address of Enterprise/Firm which operates this establishment <i>(if different from above)</i> .....				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;"><b>For Office Use Only</b></td> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> 9</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td style="text-align: center;">22 - 25</td> </tr> <tr> <td colspan="4" style="text-align: center;">T T S I C</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td style="text-align: center;">Rev. 2</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td style="text-align: center;">Rev. 3</td> </tr> <tr> <td colspan="4" style="text-align: center;">I S I C</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></td> <td colspan="2" style="text-align: center;">26 - 27</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year of Employment</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td style="text-align: center;">28 - 31</td> </tr> <tr> <td colspan="4" style="text-align: center;">Employment Figure</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></td> <td colspan="2" style="text-align: center;">36 - 37</td> </tr> <tr> <td colspan="4" style="text-align: center;">County Ward</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/></td> <td colspan="2" style="text-align: center;">38</td> </tr> <tr> <td colspan="4" style="text-align: center;">Type of Ownership</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td style="text-align: center;">39 - 41</td> </tr> <tr> <td colspan="4" style="text-align: center;">Ownership Equity</td> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Community Code</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></td> <td colspan="2" style="text-align: center;">Regional Corporation Code</td> </tr> </table>	<b>For Office Use Only</b>				<input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> 9				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			22 - 25	T T S I C				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Rev. 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Rev. 3	I S I C				<input type="checkbox"/> <input type="checkbox"/>		26 - 27		Year of Employment				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			28 - 31	Employment Figure				<input type="checkbox"/> <input type="checkbox"/>		36 - 37		County Ward				<input type="checkbox"/>		38		Type of Ownership				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			39 - 41	Ownership Equity				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Community Code				<input type="checkbox"/> <input type="checkbox"/>		Regional Corporation Code	
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2.1 State the number of persons on payroll at the end of each of the following periods		May	November	<b>For Office Use Only</b>																																																																																
Male																																																																																				
Female																																																																																				
1.6 Date began operation .....																																																																																				
1.7 Type of Ownership <b>(Please tick one)</b>																																																																																				
<input type="radio"/> Sole Proprietorship		<input type="radio"/> Government																																																																																		
<input type="radio"/> Partnership		<input type="radio"/> Co-operative																																																																																		
<input type="radio"/> Private Limited Company		<input type="radio"/> Non-Profit Institution																																																																																		
<input type="radio"/> Public Limited Company		<input type="radio"/> Other <b>(Specify)</b> .....																																																																																		
1.8 Ownership of Equity		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">% Foreign</td> <td style="width: 50%; text-align: center;">Country</td> </tr> <tr> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> </table>			% Foreign	Country																																																																														
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**Note:**  
1. You are a **resident individual or enterprise** if you have lived or operated (or intend to live or operate) in Trinidad and Tobago for a year or more regardless of your nationality. **Non-resident individuals or enterprises** are those who have lived or operated (or intend to live or operate) outside of Trinidad and Tobago for a year or more (even if they hold Trinidad and Tobago nationality). We are interested in residency (or where the centre of business is located), and not nationality.  
2. PLEASE GIVE ESTIMATES WHERE ACTUAL DATA ARE NOT AVAILABLE AND INDICATE BY (E) WHERE THIS IS DONE.

Card Code: 

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Industry No. 

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4 - 9

Serial No. : 

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10 - 16

**PLEASE READ INSTRUCTIONS**

<b>SECTION 3 - CURRENT EXPENDITURE</b>			
Items	For Office Use Only	Total	Of which: Paid to Non-Residents
	TT\$		
	17 - 21	22 - 31	32 - 41
<b>3.1 Total payments to all employees, directors etc. (Head Office and Plant)</b>	<b>03001</b>		
3.1.1 Gross wages and salaries and pension funds	03002		
3.1.1.1 Gross wages and salaries paid to employees	03003		
3.1.1.2 Contributions by employers to pension plans, welfare plan, workmen's compensation etc. funded and non-funded	03004		
3.1.2 Cost of housing, medical, welfare facilities provided primarily for employees ( <i>excluding charities and donations</i> )	03006		
3.1.3 Directors' fees ( <i>excluding payments of dividends</i> )	03007		
3.1.4 Contributions by employer's to National Insurance Fund	03008		
3.1.5 Any other payments to employees ( <b>Specify</b> ): ..... .....	03009		
<b>3.2 Total cost of Raw materials purchased for the year (manufacturing)</b>	<b>03010</b>		
<b>3.3 Cost of goods purchased for resale in the same condition as purchased (retail and wholesale)</b>	<b>03026</b>		
<b>3.4 Containers, wrappers and packaging material</b>	<b>03057</b>		
<b>3.5 All other purchases of materials and supplies - Total of which:</b>			
3.5.1 Stationery and other office supplies	03080		
3.5.2 All other purchases .....	03021		
<b>3.6 Tools (not capitalized)</b>	<b>03105</b>		
<b>3.7 Payments to other establishments for sub-contract work</b>	<b>03066</b>		
<b>3.8 Cost of fuel and electricity - Total of which:</b>	<b>03049</b>		
3.8.1 Fuel ( <i>for motor vehicles</i> )	03051		
3.8.2 Fuel or natural gas ( <i>for commercial use</i> )	03052		
3.8.3 Electricity	03053		

**SECTION 3 - CURRENT EXPENDITURE - Continued**

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
	TT\$		
	17-21	22-31	32-41
<b>3.9 Other current expenses - Total</b>	<b>03069</b>		
<b>3.9.1 Transportation cost - Hired</b>	<b>03070</b>		
<b>3.9.2 Telephones, postage, courier, internet</b>	<b>03079</b>		
<b>3.9.3 Rental/lease of machinery, equipment, vehicles - Total</b> <i>of which:</i>	<b>03086</b>		
3.9.3.1 Rental/lease of vehicles	03143		
3.9.3.2 Rental/lease of machinery and equipment other than vehicles	03144		
<b>3.9.4 Rental/lease of buildings and lands - Total</b> <i>of which:</i>	<b>03139</b>		
3.9.4.1 Rental/lease of lands for agriculture, forestry and mining	17035		
3.9.4.2 Rental/lease of buildings, office space and other lands <b>(Specify):</b> .....	03085		
<b>3.9.5 Interest and bank charges - Total</b> <i>of which:</i>	<b>03141</b>		
3.9.5.1 Interest (Loans and Overdraft)	17034		
3.9.5.2 All other bank charges	03084		
<b>3.9.6 Insurance (fire, machinery, vehicles)</b>	<b>03082</b>		
<b>3.9.7 Advertising and sales promotion (including sponsored entertainment)</b>	<b>03087</b>		
<b>3.9.8 Business and professional services - Total</b> <i>of which:</i>	<b>03083</b>		
3.9.8.1 Accounting/audit fees	03092		
3.9.8.2 Computer services	03101		
3.9.8.3 Legal expenses	03091		
3.9.8.4 Security	03093		
3.9.8.5 Consultant fees	03094		
3.9.8.6 Payment to brokers	03129		
3.9.8.7 Other <b>(Specify):</b> ..... .....	03133		
<b>3.9.9 Patents, copyrights, franchise, licences, royalties etc.</b>	<b>17036</b>		

**SECTION 3 - CURRENT EXPENDITURE - Continued**

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
	TT\$		
	17-21	22-31	32-41
<b>3.9.10 Management fees</b>	<b>03090</b>		
<b>3.9.11 Payments to commission agents (not staff)</b>	<b>03135</b>		
<b>3.9.12 Maintenance and repairs - Total (3.9.12.1 + 3.9.12.2)</b>	<b>03096</b>		
3.9.12.1 Payments to other establishments - Total <i>of which:</i>	03097		
3.9.12.1 Repair of motor vehicles and other transport equipment	03145		
3.9.12.2 Maintenance and repair of other fixed assets	03146		
3.9.12.2 Expenditure on own account maintenance <i>of which:</i>	03102		
3.9.12.2.1 Payments for construction materials	03104		
3.9.12.2.2 Payments for parts and accessories used in own account maintenance work	03103		
<b>3.9.13 Payments to government (Indirect taxes/ Taxes on Production) - Total <i>of which:</i></b>	<b>03106</b>		
3.9.13.1 Rates, licence fees and other fees ( <i>excluding 3.9.14.1</i> ) e.g. ( <i>Land &amp; building taxes, bar and restaurants</i> )	03107		
3.9.13.2 Purchase tax	03108		
3.9.13.3 Excise tax	03109		
3.9.13.4 Customs duty paid on imports (if not included in 3.2 or 3.3)	03110		
<b>3.9.14 Other payments to government and statutory boards - Total <i>of which:</i></b>	<b>03121</b>		
3.9.14.1 Water and sewerage rates	03114		
3.9.14.2 Income (corporation) tax paid/payable for year of data	17028		
3.9.14.3 Business levy	17015		
3.9.14.4 Withholding tax	17024		
3.9.14.5 Fines and penalties paid to public authorities <b>(Specify)</b> . . . . .	17039		
3.9.14.6 Other payments <b>(Specify)</b> : ..... .....	03138		

**SECTION 3 - CURRENT EXPENDITURE - Concluded**

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
	TT\$		
	17-21	22-31	32-41
<b>3.9.15 Travel and entertainment</b>	<b>03119</b>		
<b>3.9.16 Bad debts written off less recoveries</b>	<b>17037</b>		
<b>3.9.17 Scholarships and training</b>	<b>03124</b>		
<b>3.9.18 Subscriptions</b>	<b>17030</b>		
<b>3.9.19 Donations and charities</b>	<b>17033</b>		
<b>3.9.20 Loss on foreign exchange transactions</b>	<b>17032</b>		
<b>3.9.21 Loss on disposal of fixed assets</b>	<b>17031</b>		
<b>3.9.22 All other current expenses n.e.s. (excluding depreciation) Specify:</b> ..... ..... .....	<b>03132</b>		
<b>3.0 Total Current Expenditure (excluding depreciation)</b>	<b>03000</b>		

**SECTION 3A - DEPRECIATION**

Items	For Office Use Only	Total TT\$
	17-21	22-31
<b>Depreciation on all fixed assets (buildings, office furniture, vehicles, plant and machinery and other fixed assets)</b>	<b>07000</b>	
<b>Amortization</b>	<b>07017</b>	
<b>Total</b>	<b>07026</b>	
Please describe basis of depreciation used ..... .....		

**SECTION 4 - SALES AND OTHER RECEIPTS**

Items	For Office Use Only	Total	Of which: Received from Non-Residents
	TT\$		
	17-21	22-31	32-41
<b>4.1 Value of goods produced/assembled by this establishment and sold during the year</b>	<b>04001</b>		
<b>4.2 Value of services provided by this establishment during the year</b>	<b>04002</b>		
<b>4.3 Total receipts from sale of goods purchased and resold in the same condition as purchased (wholesale or retail)</b>	<b>04033</b>		
<b>4.4 Value charged for services on contract work</b>	<b>04066</b>		
<b>4.5 Rental and/or lease of machinery and equipment</b>	<b>04058</b>		
<b>4.6 Rental/lease of buildings/lands - Total</b> <i>of which:</i>	<b>04025</b>		
4.6.1 Rental/lease of lands for agriculture, forestry, mining	17044		
4.6.2 Rental/lease of buildings/office space and other lands <i>(Specify):</i> .....	04059		
<b>4.7 Subsidies</b>	<b>04064</b>		
<b>4.8 Revenue from Agency Operations</b>	<b>04053</b>		
<b>4.9 Interest received</b>	<b>17043</b>		
<b>4.10 Dividends received</b>	<b>17045</b>		
<b>4.11 Patents, copyrights, franchise, licences, royalties etc.</b>	<b>17046</b>		
<b>4.12 Management and consultant fees</b>	<b>04023</b>		
<b>4.13 Other receipts and extraordinary items - Total</b> <i>of which:</i>	<b>04024</b>		
4.13.1 Gain on foreign exchange transactions	17042		
4.13.2 Gain on disposal of fixed assets	17041		
4.13.3 Insurance claims received	17047		
4.13.4 Any other receipts n.e.s. <i>(Specify):</i> .....	04099		
<b>4.0 Total (sales and other receipts)</b>	<b>04000</b>		

**SECTION 5 - INVENTORIES**

Item	For Office Use Only	Opening stock	Closing stock
	17-21	22-31	32-41
<b>5.1 Raw materials, supplies and components (including spare parts, stationery etc.)</b>	<b>05001</b>		
<b>5.2 Goods purchased for resale</b>	<b>05006</b>		
<b>5.3 Work-in-progress</b>	<b>05024</b>		
<b>5.4 Finished goods of own production</b>	<b>05023</b>		
<b>5.5 Goods in transit</b>	<b>05025</b>		
<b>5.6 Other (Specify)</b> ..... .....	<b>05026</b>		
<b>5.0 Total (5.1 to 5.6)</b> Please describe basis of valuation ..... ..... .....	<b>05000</b>		

<b>SECTION 6 - CAPITAL ACCOUNT</b>			
A. Capital Expenditure in 200.....	<b>For Office Use Only</b>	New Assets	Alterations, Renovations and Improvements
	TT\$		
	17-21	22-31	32-41
<b>6.0 Total capital investment for the year on the following fixed assets</b>	<b>06000</b>		
<b>6.1 Construction - Total</b>	<b>06001</b>		
6.1.1 Building	06002		
6.1.2 All other construction, e.g. roads, bridges, pipelines, sewerage	06005		
6.1.3 Drilling	06036		
<b>6.2 Plant, machinery, transport equipment (including major repairs capitalized - Total)</b>	<b>06016</b>		
6.2.1 Plant, machinery and equipment other than vehicles	06017		
6.2.2 Vehicles and all other transport equipment	06018		
6.2.3 All other capital investment <i>(Specify):</i> .....	06019		
<b>6.3 Furniture and office equipment</b>	<b>06020</b>		
<b>6.4 Information Technology</b>	<b>06021</b>		
6.4.1 Hardware	06028		
6.4.2 Software	06029		
B. Other Capital Items	<b>For Office Use Only</b>	Total	<i>Of which: from Non-residents</i>
	TT\$		
	17-21	22-31	32-41
<b>6.5 Other Capital Items - Total</b> <i>of which:</i>	<b>06035</b>		
6.5.1 Acquisition of Used Assets (including Building and Plants)	06031		
6.5.2 Less Receipts from Sales of Used Assets	06033		



<b>SECTION 8 - CASH FLOW STATEMENT</b>		
Items	<b>For Office Use Only</b>	Total TT\$
	17-21	23-31
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Net Income before Taxation	08040	
<b>Adjustments to reconcile net income cash from operating activities:</b>		
Depreciation/Amortization	07026	
(Gain)/Loss on disposal of property, plant, equipment and investment	08041	
<b>Operating profit before working capital adjustments:</b>		
<b>Changes in operating assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	08021	
(Increase)/decrease in accounts payable	08026	
(Increase)/decrease in inventories	08022	
(Increase)/decrease in other assets	08024	
(Increase)/decrease in current liabilities	08032	
<b>Cash generated/(utilised) in operating activities</b>	<b>08042</b>	
Finance cost (net)	08053	
Taxation paid (net)	08043	
<b>NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b>	<b>08045</b>	
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of property, plant, equipment and investment properties	08048	
Purchase of property, plant, equipment and investment properties	08012	
Proceeds from sale of investments	08006	
Purchase of investments	08014	
<b>NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES</b>	<b>08049</b>	
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Loan Proceeds	08009	
Repayment of loans	08015	
Dividends Paid	08016	
Proceeds from issue of shares	08054	
Director's/Proprietor's Drawings	08055	
<b>NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES</b>	<b>08047</b>	
<b>Net increase in cash and cash equivalents</b>	<b>08050</b>	
Cash and cash equivalents at the beginning of the year	08051	
Cash and cash equivalents at the end of the year	08052	

<b>SECTION 9 - ASSETS AND LIABILITIES</b>			
<b>N.B. Total Assets (9.1) must be equal to Total Liabilities (9.3) + Equity (9.2)</b>			
Items	For Office Use Only	As at the beginning 200.....	As at the end 200.....
	TT\$		
	17-21	22-31	32-41
<b>ASSETS</b>			
<b>9.1.1. Non-Current Assets - Total</b>	<b>09020</b>		
9.1.1.1 Land and buildings	09056		
9.1.1.2 Plant, machinery and equipment	09057		
9.1.1.3 Vehicles and other transport equipment	09058		
9.1.1.4 Furniture and office equipment	09020		
9.1.1.5 Computer equipment	09021		
9.1.1.6 Long term investment	09016		
9.1.1.7 Loan to subsidiaries	09019		
9.1.1.8 Research and development	09061		
9.1.1.9 Other non-current assets ( <i>Specify</i> ): .....	09024		
<b>9.1.2 Current Assets - Total</b>	<b>09011</b>		
9.1.2.1 Cash/Cash in Hand and Bank	09012		
9.1.2.2 Trade receivables/Accounts receivables	09013		
9.1.2.3 Inventories	09014		
9.1.2.4 Other receivables and repayments	09063		
9.1.2.5 Taxation recoverable	09062		
9.1.2.6 Investments	09018		
9.1.2.7 Due from subsidiaries and repeated parties	09004		
9.1.2.8 Other ( <i>Specify</i> ):	09015		
<b>9.1 Total Assets</b>	<b>09000</b>		
<b>EQUITY AND LIABILITIES</b>			
<b>Capital and Reserves</b>			
9.2.1 Issued Share Capital	09044		
9.2.2 Capital reserves	09047		
9.2.3 Retained earnings	09048		
9.2.4 Director's drawings	09064		
9.2.5 Proposed dividend	09065		
<b>9.2 Total Equity</b>	<b>09043</b>		
<b>LIABILITIES</b>			
<b>9.3.1 Non-Current Liabilities - Total</b>	<b>09026</b>		
9.3.1.1 Long term portion of Loan/Borrowings	09035		
9.3.1.2 Director's Loan	09036		
9.3.1.3 Other non-current liabilities	09032		
<b>9.3.2 Current Liabilities - Total</b>	<b>09033</b>		
9.3.2.1 Bank Overdraft and short term loans	09034		
9.3.2.2 Accounts payable/Trade Creditors	09038		
9.3.2.3 Taxation payable/Provision for taxation	09040		
9.3.2.4 Current portion of Long term Loan/ Borrowings	09060		
9.3.2.5 Due to subsidiaries and related parties	09029		
9.3.2.6 Dividends payable	09041		
9.3.2.7 Other current liabilities	09042		
<b>9.3 Total Liabilities</b>	<b>09025</b>		
<b>9.4 Total Equity and Liabilities</b>	<b>09054</b>		

CENTRAL STATISTICAL OFFICE  
BUSINESS SURVEYS  
SURVEY OF ESTABLISHMENT QUESTIONNAIRE 200.....

QUERY SHEET

FOR OFFICE USE ONLY

Contact Person: ..... Phone number: .....

Date: \_\_\_\_\_

Query: \_\_\_\_\_

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Response: \_\_\_\_\_

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Remarks: \_\_\_\_\_

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Editor: \_\_\_\_\_ Date Completed \_\_\_\_\_

**ESTABLISHMENT**

**OFFICE USE  
ONLY**

.....  
**Signature of Person  
Completing Questionnaire**

.....  
**Signature of Field Officer  
Collecting Return**

.....  
**(NAME IN BLOCK LETTERS)**

.....  
**Position / Office Held**

.....  
**Editor**

.....  
**Date Completed**

.....  
**Date Completed**

**REMARKS:**

**FIRM:**

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**INTERVIEWER (CSO OFFICER)**

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**The Central Statistical Office Printing Unit  
Trinidad and Tobago  
Revised 2004**