



### GENERAL INSTRUCTIONS

- ⇒ Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.
- ⇒ Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item/question.
- ⇒ Include only Philippine-based activities, including imports and exports, of this establishment.

### GENERAL INFORMATION ABOUT THIS ESTABLISHMENT

#### 1. Business and Registered Name in 2018, Tax Identification Number (TIN), Business Address, and Company Website of this Establishment

A. Business Name: \_\_\_\_\_

B. Registered Name: \_\_\_\_\_

C. Establishment TIN: 

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D. Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
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E. Company Website: \_\_\_\_\_

#### 2. Economic Activity or Business in 2018

⇒ Describe in detail the main activity and other activities of this establishment. Specify major products or goods sold or type of services rendered.

**A. Main Economic Activity** (Refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)

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2009 PSIC					
I-O CODE					

1. Top two (2) products/goods produced or sold or type of service rendered, **specify:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**B. Secondary Activity** (Refers to the activity that contributes the second biggest portion of the gross income or revenue of this establishment.)

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2009 PSIC					
I-O CODE					

1. Top two (2) products/goods produced or sold or type of service rendered, **specify:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**C. Other Activities** (Refer to activities carried out by this establishment in addition to the main activity and in which the output, like that of the main activity, must be suitable for delivery outside this establishment.)

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2009 PSIC					
I-O CODE					

1. Top two (2) products/goods produced or sold or type of service rendered, **specify:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_

LN  
NO

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02

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## CONCEPTS AND DEFINITION OF TERMS

**INCOME** refers to cash received and receivables for products/by-products sold and services rendered.

**Valuation:** Products and by-products sold and services rendered should be in **producer price** (ex-establishment) net of discounts and allowances.

**Producer price** is the amount receivable by the producer from the purchaser for a unit of a product (good or service produced) as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charge invoiced separately by the producer.

**Include:**

- ✓ Goods transferred and services rendered to other establishments belonging to the same enterprise as this establishment. This should be treated as sales and valued as if sold to a customer.
- ✓ Income from products made elsewhere for this establishment on a contractual basis from materials supplied by this establishment.
- ✓ Sale of products/by-products to domestic market, transferred to other plants or establishments belonging to the same enterprise, directly exported and sold to exporters.

**Sales to domestic market** refer to sales of products/by-products of this establishment to another establishment of a different enterprise, and other consumers/users, including interplant transfers.

**Interplant transfers** are shipments of products/by-products produced to other domestic plants or establishments belonging to the same enterprise as this establishment. These should be valued as though sold.

**Exports** refer to direct exports and sales to exporters.

**Sales to exporters** refer to products/by-products produced and sold locally to exporters by this establishment.

**Direct exports** refer to products/by-products produced and shipped directly outside the country by this establishment.

**EXPENSE** refers to cost incurred by this establishment during the year whether paid or payable.

**Valuation:** Goods and services should be in **purchaser price**.

**Purchaser price** is the amount paid by the purchaser, excluding any VAT or similar deductible tax, in order to take delivery of a unit of a good or service. It includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

**Include:**

- ✓ Goods received from and services rendered by other establishments belonging to the same enterprise as this establishment. These should be valued as though purchased.

**Purchased from domestic market** refers to all goods bought by this establishment within the country or sourced from domestic market.

**Imports** refer to all goods purchased outside the country by this establishment.

**INVENTORIES** refer to stocks of goods owned by or under the control of the establishment as of a fixed date, regardless of where the stocks are located.

**Valuation:**

- Stocks of materials, fuels and supplies should be at current **replacement cost in purchaser price** at the indicated dates.

**Replacement Cost** is the cost of an item in terms of its present price rather than its original price.

- Finished products, work-in-progress and goods for resale should be valued at **producer price**.

**Finished products** refer to products of this establishment that are ready for sale/shipment.

**Work-in-progress** refers to products of this establishment that have not yet reached the final desired state and are not ready for sale/shipment.

**INCOME and INVENTORY****3. Income and Inventory in 2018**

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LN NO	COMMODITIES  (1)	I-O CODE <i>(For PSA Use Only)</i>  (2)	VALUE OF SALES (In PHP, omit centavos)
			SALES TO DOMESTIC MARKET  (3)
01	Refined petroleum products	111	
02	Fertilizers and pesticides	112	
03	Plastics in primary forms and synthetic rubber	113	
04	Paints and varnishes and related products; artists' colours; ink	114	
05	Pharmaceutical products	115	
06	Soap, detergents and cleaning preparations	116	
07	Other chemicals and chemical products, n.e.c.	118	
08	Rubber products	120	
09	Plastic products	121	
10	Manufacturing services on physical inputs owned by others (sub-contract)	190	
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30	<b>TOTAL</b> <i>(sum of all entries from lines 1 to 29)</i>		

**Please use additional sheets if necessary**

Continued on Page 5



VALUE OF SALES (In PHP, omit centavos)		INVENTORIES (In PHP, omit centavos)		LN NO
EXPORTS (4)	TOTAL (Col.3 + Col.4) (5)	As of 01 January 2018 (6)	As of 31 December 2018 (7)	
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*Please use additional sheets if necessary*

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**EXPENSE AND INVENTORY****4. Expense and Inventory in 2018**

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LN NO	COMMODITIES  (1)	I-O CODE <i>(For PSA Use Only)</i>  (2)	VALUE OF PURCHASES (In PHP, omit centavos)
			PURCHASED FROM DOMESTIC MARKET  (3)
01	Electrical energy	063	
02	Water	065	
03	Pulp, paper and paperboard products	107	
04	Refined petroleum products	111	
05	Fertilizers and pesticides	112	
06	Plastics in primary forms and synthetic rubber	113	
07	Paints and varnishes and related products; artists' colours; ink	114	
08	Pharmaceutical products	115	
09	Soap, detergents and cleaning preparations	116	
10	Other chemicals and chemical products, n.e.c.	118	
11	Plastic products	121	
12	Glass and glass products	122	
13	Medical appliances, precision and optical instruments, watches and clocks	141	
14	Wholesale trade services	150	
15	Retail trade services	151	
16	Land transport services of freight	158	
17	Supporting transport services	162	
18	Credit-granting services	165	
19	Auxiliary services to financial and insurance activities, and other financial services, n.e.c.	170	
20	Real estate services	172	
21	Legal services	175	
22	Accounting services	176	
23	Professional, technical and business services ( <i>except</i> research, development, legal and accounting services)	177	
24	Telephony and other telecommunications services	178	
25	Maintenance, repair and installation ( <i>except</i> construction) services	189	
26			
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28			
29			
30	<b>TOTAL</b> (sum of all entries from lines 1 to 29)		

**Please use additional sheets if necessary**

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VALUE OF PURCHASES (In PHP, omit centavos)		INVENTORIES (In PHP, omit centavos)		LN NO
IMPORTS  (4)	TOTAL (Col.3 + Col.4)  (5)	As of 01 January 2018  (6)	As of 31 December 2018  (7)	
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*Please use additional sheets if necessary*  
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**5. Remarks****6. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title/Designation \_\_\_\_\_ Date \_\_\_\_\_

**7. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address \_\_\_\_\_

Title/Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

***THANK YOU FOR ACCOMPLISHING THIS FORM!***

**8. Processing Information: Do Not Fill (For PSA Use Only)**

Activity	Name	Signature	Number of items with Errors	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /