

**GUIDELINES FOR COMPLETION OF ANNUAL REPORT**  
**(QUESTIONNAIRE 2010)**

*(Please carefully follow the guidelines given here, before completing annual report.)*

- Information is required for Calendar year 2009 & 2010. But, when accounts are prepared considering the financial year as 1<sup>st</sup> of April to 31<sup>st</sup> of March, an estimated figure needs to be given on the basis of the first quarter.
- It will be necessary for you to complete an annual report or several reports at this time too, according to the location and function of the Industrial Enterprise. It is sufficient to complete one report for the industry, if a factory or several factories are located together with the head office in the same premises. But if the head office is located in one place, whereas other factory/ factories are located separately, each should complete a separate annual report. In such cases annual reports must be filed separately for the head office and separately for factory/ factories.
- It is essential to complete a separate annual report for each factory where several factories are located in different premises, which are not, connected even within the same Grama Sevaka Division or Divisional Secretariat Division. You are kindly requested to collect all reports due from your enterprise and submit to this office as one dispatch.
- Information/ data that cannot be apportioned among all factories, they should be given in the main factory report or in most appropriate report with a brief explanatory note. All financial values must be indicated in Rupees thousand (Rs'000).
- As the instructions given in the following paragraphs correspond only to respective question/cage, you are kindly requested to read the same carefully before filling the respective question/cage. Do not produce financial report prepared by your institution for this.
- Duly completed report/reports should either be hand delivered or sent by post to the address given below.

Director  
Management Information & Computer Services Division  
Ministry of Industry & Commerce  
No.73/1 Galle Road,  
Colombo 03.

**1. Name of the Industrial Undertaking:**

The name of the Industry should be indicated. Indicate name of the owner, if the industry has not been given a name.

**2. Address- (Head Office):**

Write the address of the head office.

**3. Factory Location:**

If more than one site/ factory is available, separate forms should be filled (if the criteria given at the top of this paper allow to do so) for each site/ factory. Address of each site/ factory should be noted under "**Factory Location**". The following information pertaining to each factory should be given in each relevant form.

**Postal Code:**

Indicate the code number of the post office you receive letters. If you don't know the postal code number, keep those boxes blank.

Write the name of relevant District, Divisional Secretariat Division (D.S. Division) and Urban or Municipal Council, in the given dotted lines. Write the name and number of the Grama Sevaka Division on relevant dotted lines.

**4. Indicate (✓) in the relevant cage as related for the information given by you in each form.**

**5. Contact person: ..... Designation: .....**

Write the name and designation of the person to be contacted for further clarification needed on information provided. Indicate Telephone No. Fax No. E-mail address and Web site information. (Please be kind enough to inform the changes of above information to Registrar of Industries in writing)

**6. The year of commencement of operation:**

Indicate, the year which your factory commenced operation.

**7. Type of organization:**

Indicate (✓) in the relevant cage

**8. Indicate whether you have registered under any of the following institutions:**

If registered with organizations other than this Ministry, Indicate (✓) in relevant cages.

**9. Capacity, production & Sales:**

**Column :(1) -Don't use (for office use only)**

**Column :(2) - Description of Product/Service**

Detail information is needed for each product and service, produced by the institution.

**Column : (3) - Unit of measurement**

Indicate relevant unit (eg. Kg, MT, pieces)

**Column : (4) - Installed Capacity :**

Capacity should be provided separately for respective years (2009 and 2010)

**Column : (5) - Production/ Service :**

The amount and value of out puts of the Institution/ factory must be included in these two columns. These goods may be the goods that produced by the institution using their own raw materials or may be the goods that produced by other institution using raw materials owned by your institution.

(If the marketing process mentioned in columns 6 and 7 is done by head office only, keep the columns 6 and 7 blank of the forms that have already been filled for each factory. These columns should only be filled, if marketing process is also done within each of the factory).

**Column : (6) - Sales (local) :**

Indicate quantity and value of local sales with relevant year.

**Column : (7) Sales (Export) :**

Indicate the amount exported and value

**10. Fixed Assets – Year 2010**

The all-physical assets acquired by institution for utilization, whose productive life is expected to exceed one year should be included. The assets rented or leased should not be included.

**11. Value of raw materials and packing materials etc**

All raw materials and packaging material purchased by the institution within the relevant year's production should be included. The value of raw materials and other materials supplied to another institution for production should also be included. Write the value of the initial and final stocks in year 2010 (Local and Imported raw materials should be indicated separately) in row 2 and 3 respectively. As, opening and closing stocks are more important for data collection, indicate them without fail. Although this form requires information in the calendar year, if your institution prepares accounts considering the financial year as April 01st to March 31 difficulties may arise when taking the stocks. Then an estimated figure for the final stock need to be given on the basis of the stocks in first quarter. If you import raw materials or packing materials under any schemes of concession ie TIEP (Temporary Importation of Export Process) scheme, Duty Concession/Exception Scheme please include the value of the same under value of raw materials and packing materials.

**12. Receipts from industrial services rendered to others in 2010:**

Include receipts from other institutions for work done on the basis of commissions and contract on materials owned to those institutions.

**13. Cost of industrial services done by others for your establishment in 2010.**

Include expenses on work done by others and for repairs and maintenance done by others on the basis of commissions or contract, using raw materials provided by you.

**14. Fuel, Electricity & Water consumed**

Indicate the value of fuel used for industrial activities by the institution and by the factory in Calendar year 2009/2010. If it is possible to collect such details from relevant factory/ factories when you fill forms for each factory, do so. If not, it is essential to include such details, into the head office's form when a form is filled for head office. If any material mentioned in the question number 14, which is being used as raw material; the value of those material should be indicated under question number (11) only "*Value of Raw Materials and packing materials etc.*" and make sure not to include that amount under question (14) again.

**15. Employment (Year 2010) :**

In the first row, which denotes as "*Production workers*" means all employees who earn payments involving directly to the production process or in its related activities. Supervisors and Clerical Grade Officers used to expedite production process can also be included under this.

In the second row which denotes as "*Non- Production workers*" are the rest of all other paying employees (Eg. Managers, Directors, Laboratory and research Technicians, Clerks, Typist etc.)

Indicate number of workers and amount of salaries and wages paid in relevant columns. When numbers of workers are indicated, indicate them as production and non- production and also as male and female.

**16. Total man-hours used in production. If it is possible to get this amount, use following calculation method:**

$$\left\{ \begin{array}{l} \text{Average} \\ \text{Number of} \\ \text{Workers in} \\ \text{A shift} \end{array} \right\} \times \left\{ \begin{array}{l} \text{No.of} \\ \text{shifts} \\ \text{operated} \\ \text{within} \\ \text{The year} \end{array} \right\} \times \left\{ \begin{array}{l} \text{No.of} \\ \text{hours} \\ \text{in a} \\ \text{shift} \end{array} \right\} = \left\{ \begin{array}{l} \text{Total No. of} \\ \text{human hours} \\ \text{used for} \\ \text{production} \end{array} \right\}$$

**17. Other costs (Rs.) :**

Indicate the interest paid on loans borrowed by the institution under other expenses

**18. Quality Certificates obtained :**

Give details on available quality certificates obtained by your organization

**19. Problems faced by the company:**

Indicate issues briefly.