



MANUFACTURING OUTPUT, EMPLOYMENT AND WAGES/SALARIES

2017/18 AND 2018/19



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PREFACE

This is the fourth bulletin in the series on Manufacturing Output, Employment and Wages and Salaries, a result of the quarterly surveys conducted by the Department for the year of 2017/18 and 2018/19. The survey results indicate the performance of the manufacturing industry in the Tongan Economy.

The bulletin is spread over three parts:

- Part I:** gives the introduction and main results of the comparative position and trend of manufacturing production, employment and wages and salaries.
- Part II:** has all the statistical tables showing growth and trend of manufacturing production, employment, and wages/salaries.
- Part III:** gives the questionnaire used in the quarterly survey of manufacturing production, employment and wages/salaries and instructions for completing the questionnaire.

Staff of Economic Division as Manufacture Business Units is commended for their hard work in collecting the information present in this bulletin.

The Department is grateful to all manufacturing establishments which supplied the data and information published in this Bulletin and hope this will help them in some way. The Department welcomes any comments on how this bulletin could be improved.

Dr. Viliami Konifelenisi Fifita


.....
Government Statistician



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Introduction

The Department launched a regular quarterly survey of Manufacturing Production, Employment and Wages and Salaries effective from July-September 1983 up to 2007. The survey covered all manufacturing establishments and units that were registered as manufacturing type,

- a. under the Companies Act 1912,
- b. those whom granted Development License for manufacturing under the Industrial Incentives Act 1978, and
- c. those engaged in manufacturing activities with a license issued by the Ministry of Trade, and Economic Development.

Information was collected by personal visit of the staff of the Department to the manufacturing enterprises, establishments and units that were operational in the various quarters starting April – September 2020 and after the last quarter (October-December) of 2020. According to record, manufacturing survey came to a stop from 2008 to 2013 due to staff constraint resulted in time series and trend break of information. In 2014 Manufacturing survey started again with the first report after the break in the manufacturing time series. Thus, the third bulletin on Manufacturing Output, Employment and Wages and Salaries contains data for year 2016/17 published by the Department in December 2017. Not until this year, whereby data collecting on manufacture was again in place. This is the fifth bulletin on Manufacturing Output, Employment and Wages and Salaries for the fiscal year 2017/18 and 2018/19.

An establishment was treated as manufacturing if it was engaged in the transformation (mechanical or chemical) of substances into new products whether by machines or by hand in a factory or other business premises. An establishment/unit engaged in the assembly of component parts of manufactured products was treated as engaged in manufacturing except where it undertook construction activity.

The survey did not cover enterprises, establishments and units that were engaged in

- a) repair and maintenance of vehicles, machinery, and equipment;
- b) canning, preserving, and processing of fish and fisheries products; and
- c) household type of activities related to making handicrafts and the like.

The questionnaire used for collecting the data from the said manufacturing enterprises and units is given as Appendix 4. instructions for completing the questionnaire will be found in Appendix 2 and 3. However, the definitions used for manufacturing businesses for the survey in question were:

Enterprises: A single business entity, Private, Government, Quasi-government and Co-operative operating in Tonga as a legally constituted body such as a company, partnership, co-operative and also sole ownership, engaged in manufacturing type of activities is treated as an enterprise. There are generally two types of enterprises viz.:

- i. “Single Establishment Enterprise” consisting of only one establishment and
- ii. “Multiple Establishments Enterprise” consisting of more than one establishment with or without ancillary unit or one establishment plus one or more ancillary units.

Establishment: a separate operating unit (factory, store, workshop or other place, etc.) engaged in Tonga in one or predominantly one kind of economic activity at a single physical location.

Manufacturing establishments have been classified into Divisions according to the International Standard Industrial Classification (ISIC) Series M No. 4, Rev.3 for Major Divisions 15-37, Manufacturing Industries

Summary of Survey Results

The quarterly survey of manufacturing output, employment, and wages/salaries for fiscal year 2017/18 and 2018/19 was carried out by the Tonga Statistics Department of Tonga. There were 94 manufacturing businesses whom participated in the survey while some were not able to take part due to some business registration issue. A total of 640 persons were employed in manufacturing along with T\$10.8 million of wages and salaries for 2017/18, whereas 2018/19, a total worker of 650 with wages and salaries of T\$24.6 million. As reflected in table 1, the total production was T\$53.1 million in 2017/18 and T\$56.8 million for 2018/19, indicating a rise in term of production.

Table 1: Survey Summary of Manufacturing Results

Item	Unit	2017/18				2017/18	2018/19				2018/19
		Sept	Dec	Mar	Jun	Annual	Sept	Dec	Mar	Jun	Annual
Total production	T\$ ('000)	13,075	13,371	13,068	13,600	53,114	6,396	17,981	15,660	16,732	56,769
Persons employed	No.	590	740	586	640	640	690	840	540	650	650
Wages and salaries	T\$ ('000)	2,598	3,001	2,450	2,740	10,789	6,054	6,230	6,040	6,244	24,568

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Manufacturing Output

The manufacturing output is the value of products produced during the period of 2017/18 to 2018/19. It will be given in terms of its share by ISIC Division, Island Division and Institutional Sector.

Table 2 below shows the total value of manufacturing output at end of 2017/18 was T\$53.1 million of which Food Products and Beverages Industries held the biggest share of T\$18.7 million (35.1%), Recycling and Other Manufacturing Industries T\$13.3 million (25.1%), Non-metallic Mineral Products followed with T\$12.5 million (23.6%), Fabricated Metal Product T\$3.6 million (6.8%), Chemicals and Chemical Products with T\$2.6 million (4.6%), Manufacture of Furniture with T\$1.7 million (3.2%), and Publishing and Printing T\$0.8 million (1.6%) of total output. In compared to 2018/19, the total value had a spark increase to T\$56.8 million whereby the manufacturing divisions in 2018/19. Food Products and Beverages Industries held the biggest share of T\$19.8 million (34.9%), Recycling and Other Manufacturing Industries T\$14.7 million (25.9%), Non-metallic Mineral Products followed with T\$13.4 million (23.7%), Fabricated Metal Product T\$3.7 million (6.4%), Chemicals and Chemical Products with T\$2.6 million (4.5%), Manufacture of Furniture with T\$1.8 million (3.1%), and lastly Publishing and Printing T\$0.9 million (1.6%).

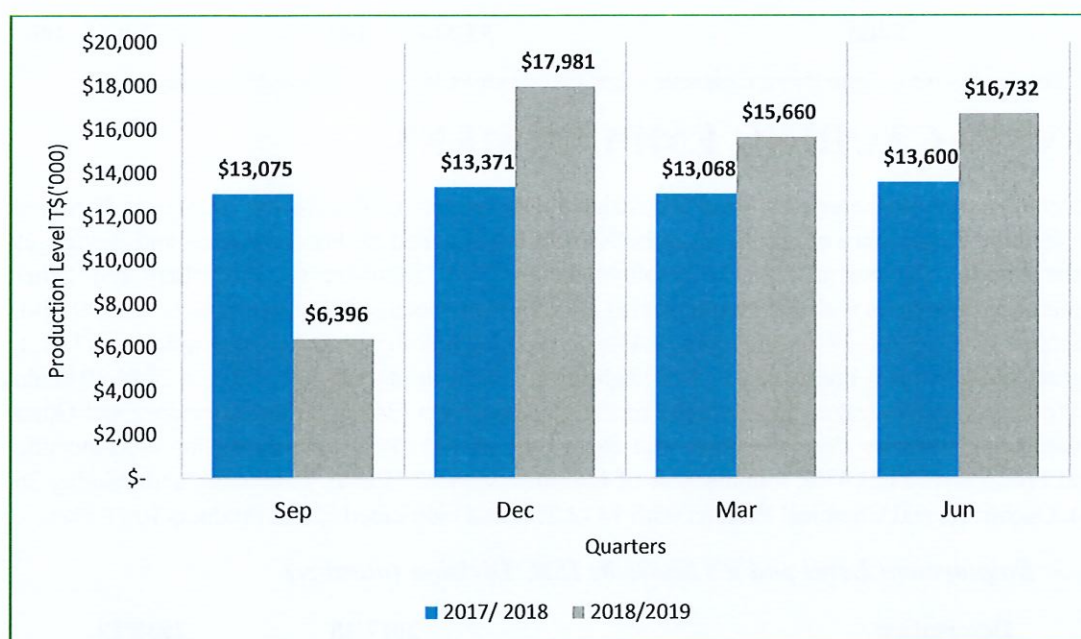
Table 2: Production Level and it's share by ISIC Division

ISIC Div.	Description	2017/18		2018/19	
		T\$('000)	%	T\$('000)	%
15	Food Products and Beverages	18,662	35.1	19,784	34.9
22	Publishing and Printing	850	1.6	880	1.6
24	Chemicals and Chemical Products	2,450	4.6	2,560	4.5
26	Non-metallic Mineral Products	12,518	23.6	13,446	23.7
28	Fabricated Metal Products	3,620	6.8	3,658	6.4
36	Manufacturing of Furniture	1,698	3.2	1,756	3.1
37	Recycling and Other Manufacturing Industries	13,316	25.1	14,685	25.9
Total		53,114	100	56,769	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Figure 1 reveals, that the quarters of 2017/18 there has been a constant growth. From quarter 3, 2017 (July to September) the production level increased by 0.02% from a T\$13075 million to a T\$13371 million in quarter 4 (October to December), 2017. It continued from quarter 4, 2017 to a minor decreased by a 0.02% to a T\$13068 in quarter 1, 2018 (January to March). The highest increased occurred from quarter 1, to quarter 2, 2018 by 0.04% obtaining the production level of T\$13600 million. On the same graph it shows that, the transition from 2017/18 to 2018/19, had the lowest decrease. It decreased by a 53% from quarter 2 to quarter 3, 2018 with a production level of T\$6396 million from there, what stands out is the increase of 181.1% from quarter 3 to quarter 4 resulting in a production level of T\$17981 million. From quarter 3 to quarter 1, 2019 there was a decrease from T\$17981 million to a T\$15660 million, and then increased by 6.8% to a T\$16732 in quarter 2, 2019.

Figure 1: Production Level in Quarters



Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Table 3 shows that Tongatapu dominated the production in both 2017/18 and 2018/19 financial year by T\$43.5 million (81.8%) and T\$44.7 million (78.8%). Whereas Vava'u T\$8.5 million (16%) and T\$10.8 million (19.1%), Ha'apai T\$1.0 million (2%) and T\$1.1 million (1.9%). Looking at 'Eua divisions it contributed the remaining T\$0.1 million (0.3%) and T\$0.2 million (0.3%) in 2017/18 and 2018/19 respectively.

Table 3: Production Level and it's share by Island Division

Island Div.	Island	2017/18		2018/19	
		T\$ ('000)	%	T\$ ('000)	%
1	Tongatapu	43,452	81.8	44,724	78.8
2	Vava'u	,485	16.0	10,840	19.1
3	Ha'apai	1,037	2.0	1,055	1.9
4	Eua	140	0.3	150	0.3
Total		53,114	100	56,769	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The contribution by Institutional Sector to Manufacturing Output was noted as given in table 4 hereunder, it can be seen that the Private Sector contributed T\$44.6 million (83.9%) in 2017/18 and T\$47.9 million (84.5%) in 2018/19. The rest was contributed by Government and Quasi-Government Sector with T\$8.5 million (16.1%) for 2017/18 and T\$8.8 million (15.5%) for 2018/19.

Table 4: Production Level and it's share by Institutional Sector

Institutional	Sector	2017/18		2018/19	
		T\$ ('000)	%	T\$ ('000)	%
1	Private Sector	44,589	83.9	47,944	84.5
2	Government and Quasi-Government Sector	8,525	16.1	8,825	15.5
Total		53,114	100	56,769	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

MANUFACTURING EMPLOYMENT

The level of employment carried by each Industrial division at end of 2017/18 and 2018/19 is displayed below. In table 5, the share of employment in 2017/18 commanded by Food Products and Beverages held the highest number of 285 in employment (44.5%), followed by Recycling and Other Manufacturing Industries with 135 employment (21.1%), Non-Metallic Mineral Products 128 (20.0%), Manufacture of Furniture 22 employment (3.4%), Publishing and Printing with 48 employees (7.5%), Chemicals and Chemical Product 12 (1.9%), Fabricated Metal Products 10 (1.6%). In 2018/19 again Food Products and Beverages has the most of 225 employments (34.6%), then Recycling and Other Manufacturing Industries Food Products and Beverages of 175 (26.9%) followed by Non-metallic Mineral Products 152 (23.4%), Manufacture of Furniture with 38 (5.8%), Publishing and Printing 36 (5.5%), Chemicals and Chemical Product with 14 (2.2%) and Fabricated Metal Products 10 (1.5%).

Table 5: Employment Level and it's Share by ISIC Division (number)

ISIC DIV	Description	2017/18		2018/19	
		number	%	number	%
15	Food Products and Beverages	285	44.5	225	34.6
22	Publishing and Printing	48	7.5	36	5.5
24	Chemicals and Chemical Products	12	1.9	14	2.2
26	Non-metallic Mineral Products	128	20.0	152	23.4
28	Fabricated Metal Products	10	1.6	10	1.5
36	Manufacture of Furniture	22	3.4	38	5.8
37	Recycling and Other Manufacturing Industries	135	21.1	175	26.9
Total		640	100	650	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

In table 6, employment level by Island Division, Tongatapu division employed 564 in 2017/18 of the total employment (88.1%), Vava'u division employed 48 (7.5%), Ha'apai division employed 18 (2.8%) and 'Eua divisions employed 10 (1.6%) of the total employment. In 2018/19, the employment level shares the same pattern of 522 (80.3%) for Tongatapu, Vava'u 68 (10.5%), Ha'apai division employed 48 (7.4%) while 'Eua shares the 1.8% of employment with a total of 12 employees.

Table 6: Employment Level and it's Share by Island Division (numbers)

Div.	Island	2017/18		2018/19	
		number	%	number	%
1	Tongatapu	564	88.1	522	80.3
2	Vava'u	48	7.5	68	10.5
3	Ha'apai	18	2.8	48	7.4
4	Eua	10	1.6	12	1.8
Total		640	100	650	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The Employment position at the Sectoral level (table 7) indicated that the Private Sector had 540 employments (84.4%), while the Government and Quasi-Government Sectors employed 100 (15.6%) in 2017/18. The level of employment for 2018/19 shows that Private Sector has 546 (84.0%) and Government 104 (16.0%).

Table 7: Employment Level Carried each Institutional Sector

Institutional	Sector	2017/18		2018/19	
		number	%	number	%
1	Private Sector	540	84.4	546	84.0
2	Government and Quasi-Government Sector	100	15.6	104	16.0
Total		640	100	650	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Manufacturing Wages/Salaries

Table 8 shows that the share of wages and salaries paid to employment carried by various divisions at end of 2017/18 were, Food Products and Beverages Industries took the highest share of payments with T\$4.4 million (41.0%), follow by Recycling & Other Manufacture Industries T\$2.5 million (23.4%), follow by Non-metallic Mineral Products Industries T\$2.0 million (18.2%), followed by Manufacture of Furniture T\$0.7 million (6.1%), follow by Publishing and Printing T\$0.6 million (5.8%), follow by Chemicals and Chemical Products T\$0.4 million (3.5%) and Fabricated Metal Products T\$0.2 million (2.0%). In 2018/19, Food Products and Beverages again lead by T\$8.9 million (36.1%) followed again by Recycling and Other Manufacture Industries T\$6.2 million (25.2%), Non-metallic Mineral Products T\$5.6 million (22.7%), Manufacture of Furniture T\$1.5 million (5.9%), Publishing and Printing T\$1.6 million (6.3%), and Chemicals and Chemical Product T\$0.5 million (2.0%) while Fabricated Metal Product T\$0.4 million is 1.8% of the total.

Table 8: Wages and Salaries and its share by ISIC Division

ISIC DIV	Description	2017/18		2018/19	
		T\$ ('000)	%	T\$ ('000)	%
15	Food Products and Beverages	4,424	41.0	8,865	36.1
22	Publishing and Printing	623	5.8	1,544	6.3
24	Chemicals and Chemical Products	375	3.5	488	2.0
26	Non-metallic Mineral Products	1,967	18.2	5,586	22.7
28	Fabricated Metal Products	214	2.0	431	1.8
36	Manufacture of Furniture	658	6.1	1,454	5.9
37	Recycling and Other Manufacturing Industries	2,529	23.4	6,201	25.2
Total		10,789	100	24,568	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

By Island Division in table 9 for 2017/18, Tongatapu paid the highest share of wages and salaries of T\$9.3 million (85.9%), Vava'u division T\$0.9 million (8.8%), Ha'apai division with a \$0.4 million (3.7%) and 'Eua divisions \$0.2 million (1.6%). In 2018/19 Tongatapu division also took the highest share of payments to employment which amounted to T\$20.0 million (81.3%), Vava'u division T\$2.4 million (10.0%), followed by Ha'apai division T\$1.6 million (6.7%) and 'Eua division took the remaining 0.5 million (2.1%).

Table 9: Wages and Salaries and it's Share by Island Division

Div.	Island	2017/18		2018/19	
		T\$ ('000)	%	T\$ ('000)	%
1	Tongatapu	9,268	85.9	19,982	81.3
2	Vava'u	948	8.8	2,445	10.0
3	Ha'apai	396	3.7	1,634	6.7
4	Eua	177	1.6	507	2.1
Total		10,789	100	24,568	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The contribution by Institutional Sector to wages and salaries was noted as given in table 10 hereunder; it will be seen that the Government and Quasi-Government Sectors contributed T\$1.7 million (16.0%) and Private Sector T\$9.1 million (84.0%) in 2017/18. However, in 2018/19 the Private Sector increase its wages and salaries to T\$21.7 million (84.4%) while Government and Quasi-Government Sectors still rise to T\$3.8 million but that is only 15.6% of the total.

Table 10: Wages and Salaries and it's Share by Institutional Sector

Institutional	Sector	2017/18		2018/19	
		T\$('000)	%	T\$('000)	%
1	Private Sector	9,067	84.0	20,734	84.4
2	Government and Quasi-Government Sector	1,722	16.0	3,834	15.6
Total		10,789	100	24,568	100

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Statistical Tables*Table 11: Summary of Operations by ISIC Division*

ISIC Div.	Description	Production Level T\$('000)		Employment Level (number)		Wages and Salaries T\$('000)	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
15	Food Products and Beverages	18,662	19,784	285	225	4,424	8,865
22	Publishing and Printing	850	880	48	36	623	1,544
24	Chemicals and Chemical Products	2,450	2,560	12	14	375	488
26	Non-metallic Mineral Products	12,518	13,446	128	152	1,967	5,586
28	Fabricated Metal Products	3,620	3,658	10	10	214	431
36	Manufacturing of Furniture	1,698	1,756	22	38	658	1,454
37	Recycling and Other Manufacturing Industries	13,316	14,685	135	175	2,529	6,201
Total		53,114	56,769	640	650	10,789	24,568

Table 12: Summary of Operations by Island Divisions

Island Div.	Island	Production Level T ('000)		Employment Level (number)		Wages and Salaries T ('000)	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
1	Tongatapu	43,452	44,724	564	522	9,268	19,982
2	Vava'u	8,485	10,840	48	68	948	2,445
3	Ha'apai	1,037	1,055	18	48	396	1,634
4	Eua	140	150	10	12	177	507
Total		53,114	56,769	640	650	10,789	24,568

Table 13: Summary of Operations by Institutional Sector

Institutional Sector		Production Level T ('000)		Employment Level (number)		Wages and Salaries T ('000)	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
1	Private Sector	44,589	47,944	540	546	9,067	20,734
2	Government and Quasi-Government Sector	8,525	8,825	100	104	1,722	3,834
Total		53,114	56,769	640	650	10,789	24,568

Table 14: Percentage Distribution of Operations by ISIC Division

ISIC Div.	Description	Production Level %		Employment Level %		Wages and Salaries %	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
15	Food Products and Beverages	35.1	34.9	44.5	34.6	41.0	36.1
22	Publishing and Printing	1.6	1.6	7.5	5.5	5.8	6.3
24	Chemicals and Chemical Products	4.6	4.5	1.9	2.2	3.5	2.0
26	Non-metallic Mineral Products	23.6	23.7	20.0	23.4	18.2	22.7
28	Fabricated Metal Products	6.8	6.4	1.6	1.5	2.0	1.8
36	Manufacturing of Furniture	3.2	3.1	3.4	5.8	6.1	5.9
37	Recycling and Other Manufacturing Industries	25.1	25.9	21.1	26.9	23.4	25.2
Total		100	100	100	100	100	100

Table 15: Percentage Distribution by Island Division

Island Div.	Island	Production Level %		Employment Level %		Wages and Salaries %	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
1	Tongatapu	81.8	78.8	88.1	80.3	85.9	81.3
2	Vava'u	16.0	19.1	7.5	10.5	8.8	10.0
3	Ha'apai	2.0	1.9	2.8	7.4	3.7	6.7
4	Eua	0.3	0.3	1.6	1.8	1.6	2.1
Total		100	100	100	100	100	100

Table 16: Percentage Distribution of Operations by Institutional Sector

Institutional Sector		Production Level %		Employment Level %		Wages and Salaries %	
		2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
1	Private Sector	83.9	84.5	84.4	84.0	84.0	84.4
2	Government and Quasi-Government Sector	16.1	15.5	15.6	16.0	16.0	15.6
Total		100	100	100	100	100	100

Appendices

Appendix 1

CLASSIFICATION OF THE FOLLOWING ISIC DIVISIONS HAVE BEEN USED:

ISIC DIVISION	Description
15.	Manufacture of food products and beverages (bread, sausages, soft drinks, and ice-cream etc.)
16.	Manufacture of Tobacco Products. (Cigarettes)
17.	Manufacture of textiles (t-shirt, pullovers and quilts etc.)
18.	Manufacture of wearing apparel; dressing and drying of fur (dress, trousers, lavalava etc.)
19.	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness, and footwear
20.	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
21.	Manufacture of Pulp, paper or corrugated, paperboard and articles of paper
22.	Publishing, printing, and reproduction of recorded media
24.	Manufacture of chemicals and chemical products (tablets, paint, and varnish etc.)
26.	Manufacture of other non-metallic mineral products (concrete blocks and water tanks etc.)
28.	Manufacture of Fabricated Metal Products
29.	Manufacture of electrical machinery and apparatus
30.	Manufacture of radio, television and communication equipment and apparatus
31.	Manufacture of medical, precision, and optical instruments, watches, and clocks
35.	Manufacture of other transport equipment (boat, cart, bicycle etc.)
36.	Manufacture of furniture
37.	Recycling and other manufacture industries n.e.c.

Appendix 2

“CONFIDENTIAL”

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE ON QUARTERLY SURVEY OF MANUFACTURING PRODUCTION, EMPLOYMENT AND WAGES/SALARIES.

1. **GENERAL**

Please note that the code number on the right-hand corner of the questionnaire is your establishment's code number based on the Register of Establishments maintained in the Statistics Department. The information, being requested should relate only to the quarter referred to in the questionnaire.

2. **PRODUCTION**

2.1 Please enter all the products produced by the establishment and for each such product please:

- i) Specify the unit used for measuring each product (e.g., kg, dozen, liter etc.)
- ii) Enter the average quantity, in the unit stated in (I) above, of the products produced during each month of the reference quarter.
- iii) Enter the average ex-factory value of the quantity referred to in (II) above.

2.2 Enter here the total value of the products other than the main ones mentioned in 2.1 manufactured by the establishment.

2.3 Enter here the total value of work done by your establishment for others.

3. **EMPLOYMENT AND WAGES/SALARIES**

For each category of employees (at 3.1 a to d) please: -

- i) Enter in the column “No” either column 2, 5 and 8 the total number of persons engaged in the establishment on the last payday of each month of the reference quarter. The family workers working on the last payday should be entered though they may not be paid.
- ii) Enter in column “Wages/Salaries Paid” either column 3, 6 and 9 the total amount of wages and salaries paid to employees by cash/cheque as compensation for the services rendered by them. This should include all payments made on account of bonuses, cost of living allowances and wages paid during vacation and sick leave for the reference period. Payments made to (1) regular/full-time and (2) part-time/casual and daily paid workers should be shown separately.

3.1 **Category of Employees: -**

- a) **Working proprietors and active partners:** are all individual proprietors and partners who are actively engaged in the work of the establishment.
- b) **Production workers:** are those who are directly engaged for pay in the production activities of the establishment. They may be full-time/regular or part-time/casual/daily paid.
- c) **Unpaid family workers:** refers to all such family members working in the establishment without regular pay at least one-third of the normal working time.
- d) **Other employees:** refers to all persons other than those listed above working in the establishment. This shall include administrative, technical and clerical personnel such as salaried Managers, Directors, Clerks, Typist, Bookkeepers, Administrative Supervisors, Salesmen, etc. Proprietors and partners shall be excluded in here but included under 3.1(a) above.

3.2 **Memorandum items:** (wages and salaries paid in kind) refers to the net cost to the employer, of those goods and services provided to employees free of charge or at a markedly reduced cost which are clearly of benefit to employees. The items included normally are food, beverages, tobacco, clothing etc. Note that an estimated value of these items will be acceptable.

Appendix 3

“MALU’I MO FAKAPULIPULI”

NGAAHI FAKAHINOHI ‘O E FOOMU FEHU’I FEKAU’AKI MO E SAVEA FAKAKUATA

‘O E NGAAHI NGAUE’ANGA NGAOHI KOLOA.

1. FAKALUKUFUA

Kataki ‘o fakatokanga’i ange ko e fika mo e fakamatala kotoa pe teke ‘omai ‘e tauhi fakapulipuli ia ‘i he potungaue pea ‘e ‘ikai ke to e faka’aonga’i ia ki ha ‘uhinga kehe. Ko e fika ko ia he ki’i puha he tuliki to’omata’u ‘i ‘olunga, ko e fika ia ho fale ngaue’anga ‘o fakatatau ki he lekooti ‘oku mau tauhi he potungaue ni. Ko e ngaahi fakamatala mo e fika kotoa pe ‘a ia ‘oku fai ki ai e faka’eke’eke ni kuo pau ke fekau’aki ia mo e kuata ‘oku fakaha atu he foomu fehu’i.

2. KOLOA NA’E NGAOHI

- 2.1 Kataki ‘o lisi mai e ngaahi koloa kehekehe kotoa pe na’e ngaohi ‘i ho fale ngaue lolotonga e kuata ko ia ‘oku fai ki ai e faka’eke’eke pea kataki ‘o: -
- I) Fokotu’u mai he kolomu 2 ‘a e ‘iuniti takitaha ‘oku ngaue’aki ki hono fua/lau ‘o e koloa takitaha na’e ngaohi ‘i he ngaue’anga, (hange ko e kilokalami, toseni, lita etc.)
 - II) Fakafonu mai he kolomu 3, 5 mo e 7 ‘a e lahi ‘o e koloa takitaha fakatatau ki he ‘iuniti ‘oku ha ‘i he I) ‘i ‘olunga na’e ngaohi ‘i he ngaue’anga lolotonga e mahina takitaha ‘o e kuata ‘oku fai ki ai e faka’eke’eke.
 - III) Fakafonu ‘i he kolomu 4, 6 mo e 8 ‘a e mahu’inga ekoloa takitaha na’e ngaohi ‘i he ngaue’anga fakatatau ki he lahi ‘oku ha ‘i he II) ‘i ‘olunga lolotonga e mahina takitaha ‘o e kuata ko ia.
- 2.2 Fakafonu mai e mahu’inga fakakatoa e ngaahi koloa na’e ngaohi kehe mei he koloa ‘oku ha ‘i he 2.1.
- 2.3 Fakafonu e mahu’inga fakakatoa e pa’anga na’e ma’u mai ‘i ha ngaue kehe na’e fai ‘i he ngaue’anga (hange ko e ngaue konituleki).

3. KAU NGAUE MO E VAHENGHA

‘I hono fakakalakalasi ‘o e kau ngaue (‘i he 3.1 (a ki he h)) kataki: -

- i) Hanga ‘o fakafonu ange ‘i he kolomu 2, 5 mo e 8 ‘a e tokolahi fakakatoa e kau ngaue he mahina takitaha ‘o e kulupu takitaha ‘o e kau ngaue ‘o fakatatau ki hono fakakalakalasi ‘oku ha atu.
- ii) Fakafonu ange he kolomu 3, 6 mo e 9 ‘a e fakakatoa e pa’anga vahenga ne ‘oange ki he kulupu takitaha ‘o e kau ngaue lolotonga e mahina takitaha ‘o e kuata.

3.1 Kulupu ‘o e kau ngaue: -

- a) **Tokotaha ‘oku ‘o’ona e ngaue’ang:** ‘oku ‘uhinga ‘eni ki he tokotaha ‘oku ‘o’ona e ngaue’anga pea ne toe ngaue foki ki hono ngaohi e koloa.
- e) **Kau ngaue ‘oku nau ngaohi e koloa:** ‘oku ‘uhinga eni ki he kau ngaue ‘oku nau tautonu ki hono ngaohi e koloa ko ia ‘i he ngaue’anga, hange ko e kau ngaue tu’upau/fakataimi/lau’aho (kau ta’oma, kau ta piliki etc.)
- f) **Memipa ‘o e famili ‘oku ngaue ‘o ‘ikai ha vahenga:** ‘oku ‘uhinga ‘eni ki ha memipa ‘o e famili ‘oku ngaue ‘i he ngaue’anga ‘o ‘ikai ha totongi tu’upau ‘o ‘ikai toe si’i hifo ‘i he vahetolu ‘e taha ‘o e houa ngaue tu’upau.
- h) **Toenga ‘o e kau ngaue:** ‘oku ‘uhinga ‘eni ki he kau ngaue ‘oku ‘ikai ke nau kau ‘i he fa’ahinga ‘o e kau ngaue ‘oku ha atu ‘i ‘olunga, ki hono ngaohi ‘o e koloa, (hange ko e kalake, tauhitohi, le’o, faka’uli, faitaie etc.) ka ‘oku nau kau he ma’u vahenga he ngaue’anga.

- 3.2 **Ngaahi koloa ‘oku foaki ‘ikai ha totongi:** ‘oku ‘uhinga ‘eni ki hono fakamahu’inga’i ki he tokotaha ‘oku ‘a’ana ‘a e ngaue’anga ‘a e ngaahi koloa pe ko e ngaahi ‘aonga ‘o e ngaue’anga ki he kau ngaue ‘o ‘ikai ha totongi pe ko e totongi ‘oku ma’ulalo ange ‘i he totongi totonu (lau ki ai ‘a e me’atokoni, inu, tapaka mo e vala).

Appendix 4

STATISTICS DEPARTMENT

QUARTERLY SURVEY OF MANUFACTURING PRODUCTION, EMPLOYMENT AND WAGES/SALARIES

"INFORMATION BEING COLLECTED UNDER SECTION 8(3) OF STATISTICS ACT 1978 (ACT No. 31)"

Establishment No.		Type of Organization		ISIC Code		Island Division	
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QUARTER: _____ Financial YEAR: _____

1. Name and Address of Establishment :

2. PRODUCTION

2.1 Main products

- a)
b)
c)
d)
e)
f)
g)
h)

Product Code (Office)	Unit of Measurement	Qtr.1		Qtr.2		Qtr.3		Qtr.4	
			(T\$)		(T\$)		(T\$)		(T\$)
		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value

2.2 Other than main products

- i.
ii.

2.3 Receipts for work done for others

TOTAL

Comments:

3. EMPLOYMENT AND WAGES/SALARIES

QUARTER:											
Qtr.1			Qtr.2			Qtr.3			Qtr.4		
Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)
1	2	3	4	5	6	7	8	9	10	11	12
3.1. Category of Employees:											
a. Working Proprietors and Active Partners											
M			M			M			M		
F			F			F			F		
b. Production Workers:											
1. Regular/Full-time											
M			M			M			M		
F			F			F			F		
2. Part-time/Casual/Daily Paid											
M			M			M			M		
F			F			F			F		
c. Unpaid Family Workers											
M			M			M			M		
F			F			F			F		
d. All Other Employees											
M			M			M			M		
F			F			F			F		
Total Male	M		M			M			M		
Total Female	F		F			F			F		
GRAND TOTAL	No.		No.			No.			No.		
3.2 Memorandum item. Wages and Salaries											
Paid in kind; estimated value											
	(T\$)			(T\$)			(T\$)			(T\$)	

Note: M (Male) F (Female)

4. DECLARATION:

I declare that the information furnished is complete and correct to the best of my knowledge."

Name: _____

Position: _____

Date: ____/____/____

