

II. Statistical Surveys on Establishments and Enterprises in Japan

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Introduction

1 A decentralized type of statistical system has been adopted in Japan since the modernization of the nation in the late 19th century, especially in the sector of industrial statistics. While the Population Census, the Establishment and Enterprise Census and other major statistical surveys are carried out by the Statistics Bureau of Japan, Ministry of Public Management, Home Affairs, Posts and Telecommunications (hereinafter, MPHPT), censuses of specified sectors such as agriculture, industry and commerce, and many statistical surveys are conducted by other ministries for their administrative purposes.

2 This paper first gives an overview of the censuses and surveys on establishments and enterprises that are carried out in Japan. Secondly, it explains in detail about the Establishment and Enterprise Census which covers all the establishments and enterprises, and provides a sampling frame and benchmark data. Finally, it presents some related issues on statistics on establishments and enterprises.

3 Annexes introduce outlines of other important censuses and surveys, including sampling methods and procedures as well as estimation and evaluation methodologies.

I Overview of censuses and surveys on establishments and enterprises in Japan

4 The number of statistical censuses and surveys on establishments and enterprises which the central government has conducted under the regulations of the Statistics Law and the Statistical Reports Coordination Law in the last five years counts up to 350 roughly. These surveys can be classified into two types according to how to obtain the list of establishments and enterprises for sampling and fieldwork.

5 One type is those surveys which use tax rolls or lists of entrepreneurs as objects of public administration such as permission, approval, notification and other legislative regulation.

6 This type of surveys, most of which are small in scale, and are done mainly in specified sectors of agriculture, forestry and fisheries, construction, transport and communication, and education. The number of these surveys is nearly 200. One of the typical and important surveys is the Statistical Survey of Incorporated Enterprises (Financial Statements of Corporations by Industry) conducted by the Ministry of Finance, the outline of which is explained in the annexes.

7 The other is those which use lists of establishments or enterprises produced from the results of statistical censuses. Most of censuses and surveys belonging to this type adopt the concept and definition of the Standard Industrial Classification for Japan (hereinafter, SICJ) established keeping consistency with the International Standard Industrial Classification. Therefore, the concept and definition of the establishment are coherent in these censuses and surveys except for detailed issues. This type of surveys is divided further into two groups: “Establishment and Enterprise Census Group” and “Group of Censuses of Specified Sectors.”

8 The “Establishment and Enterprise Census Group” consists of the surveys which use the list made from the results of the Establishment and Enterprise Census, as sampling frame. The number of this group's surveys conducted at the central government level is roughly 70 including the Census itself. Important surveys in this group are: the Unincorporated Enterprise Survey (Statistics Bureau of Japan), the Survey on Service Industries (Statistics Bureau of Japan), the Monthly Labour Survey (Ministry of Health, Labour and Welfare). The outlines of the former two are explained in the annexes. In addition, local governments also carry out this group's surveys, the number of which amounts to nearly 300, if only counted for prefectures and cities.

9 The “Group of Censuses of Specified Sectors” uses the lists made from the results of censuses of specified sectors, namely, the Census of Agriculture and Forestry (Ministry of Agriculture, Forestry and Fisheries), the Manufacturing Census (Ministry of Economy, Trade and Industry, hereinafter METI), Census of Commerce (METI), etc. Nearly 70 surveys are counted in this group at the central government level. Some important ones of these surveys are the Current Production Survey (METI) and the Current Survey of Commerce (METI), which are mentioned in the annexes.

II The Establishment and Enterprise Census

A.Short History

10 The Establishment and Enterprise Census originated from the Establishment Census that was conducted for the first time simultaneously with the Population Census in 1947 when the postwar confusion still remained. The Establishment Census was designated as Designated Statistics No.2 under the Statistics Law, while the Population Census was No.1.

11 Both the Censuses aimed at grasping the nation-wide statistical information on establishments

and population, and obtaining sampling frames. It is this period that the sampling theory was introduced from the United States. It is also those days that the basic concept and definition of the establishment as adopted nowadays were introduced.

12 Thereafter, this Establishment Census had been conducted every three years basically until 1986 when the interval was changed to five years. Considerable changes were made at the 1996 Census: topics on business activities of enterprises were newly added and its name was changed to the Establishment and Enterprise Census accordingly. At the same time, the Simplified Census, which covers only private establishments, was determined to be conducted between the quinquennial Establishment and Enterprise Censuses in order to update or complement the Directory of Establishment and Enterprise, that is, the sampling frame. The first Simplified Census was carried out in 1999. It should be noted therefore that census type establishment surveys are carried out twice in 5 years nowadays.

13 The 2001 Census, which was the 18th, was successfully carried out as of Oct. 1 2001. In this Census, some topics were newly added in order to collect more detailed information on the current situation of enterprises such as mergers and acquisitions, restructuring of enterprises or enterprise groups. Also, e-commerce related questions were newly asked in consideration of the recent trend in business operations. At the moment, the statistical divisions of local governments are being engaged in data capture work from the questionnaires, and the Statistics Bureau and the Statistics Center are making preparatory work for tabulation, analysis and publication of the Census results. The prompt results of the 2001 Census, as well as the Directory of the Establishments and Enterprises, will be released in July 2002.

B. Objective of the Census

14 The aims of the Census are as follows:

- (a) To identify all the establishments and enterprises in the whole country, and to reveal the distribution of establishments, enterprises and persons engaged for administrative districts and smaller areas.
- (b) To clarify the basic structure of the establishments and enterprises according to legal organization, industry, employment size, etc.
- (c) To compile the Directory of Establishments and Enterprises to be used as the master sampling frame for various sample surveys on businesses.

15 The Census results are used for policy planning by the central and local governments. In addition, the Directory of Establishments and Enterprises is used as the master sampling frame for various statistical surveys on establishments and enterprises. Examples of the use of the Census results are as follows:

- (a) Planning on the annual grant of the Local Allocation Tax by the central government to the local governments.
- (b) Planning on the annual transfer of the Local Government Consumer Tax from the central government to the local governments.
- (c) Policy formulation on such issues relating to the concentration of establishments in urban areas, as housing, traffic and commutation, environmental pollution, social security, power supply, water supply, garbage disposal, and so on.
- (d) Policy planning on the regional development, such as creation of employment opportunities, development of city functions, construction of new buildings, factories, and so on.
- (e) Policy planning on the improvement of social welfare services and public and cultural institutes, such as nursing homes for the aged, daily service centers for the aged, day nurseries, lifelong learning centers, and so on.
- (f) Compilation and complementation of the master sampling frame for various statistical surveys on establishments and enterprises.

C. Definition of the Establishment

16 The establishment defined in the Census is basically consistent with that of the ISIC*, although slight modification is made in view of grasping exactly the objects of the Census.

The establishment refers to an unit of location where:

- (a) economic activities are carried out by occupying the specific location (a single lot) under a single management entity.
- (b) production of goods and/or providing of services are continuously carried out with personnel and proper equipment.

Examples are shops, factories, offices, sales offices, banks, schools, shrines, temples, hospitals,

inns, cram schools, and private teaching places (flower arrangement, tea ceremony, etc.).

17 There are some cases to be dealt with exceptionally:

- (a) In case of self-employed carpenters, plasterers and taxi drivers etc. who manage individually specific business locations, the houses where they live are regarded as establishments.
- (b) In case of stall keepers, peddlers, stands, and hawkers etc., where there is no fixed facility, the location used as the foothold for merchandise sales activities is regarded as an establishment regardless of the fixed sales location.
- (c) Even if business activities are undertaken only by persons dispatched from a separately managed establishment such as a staffing company, and there is no employee belonging to the entity which manages the “location” and the business activities, the location is dealt with as an establishment as long as the other requirements are satisfied.

* The operational definition of the establishment is given in the ISIC as follows:

An enterprise or a part of an enterprise which independently engages in one, or predominantly one kind of economic activity at or from one location or, within one geographic area, for which data are available, or can meaningfully be compiled, that allow the calculation of the operating surplus.

D. Definition of the Enterprise

18 The enterprise stated in this Census refers to a private establishment whose legal status is a stock company, a limited company, an unlimited or limited partnership company, or a mutual insurance company. Public enterprises and unincorporated enterprises are excluded here. In this respect, the enterprise in this Census may be more limited than in the ISIC.

The unit of the enterprise is identified using the enumeration topics of “legal status,” “head or branch,” “name” and “telephone number” in the Census.

E. Coverage of the Census

19 The Census covers all the above-mentioned establishments that operate in Japan as of the Census date. Therefore, it covers not only privately owned establishments but also establishments under the management of the central and local governments. Seasonal shops establishments are counted as objects of the Census if they are in operation on the Census date. Establishments which are temporarily closed or not in operation are also the objects of the Census if there are persons engaged in activities such as preparatory work for reopening. However, it is sometimes very difficult or not effective to apply the concept and definition in the Census enumeration on the spot. So, the following establishments are excluded from the

coverage of the Census in Japan:

- (a) Individual proprietorship establishments in the industries of "agriculture," "forestry" and "fisheries," and persons engaged in "domestic services" in terms of the SICJ, as well as individual proprietorship establishments operating on commission (i.e. part-time home-businesses) without particular business equipment. (They may be enumerated in other censuses such as Agriculture Census and the Population Census.)
- (b) Establishments located in the premises of the institutions which demand entrance fees. Examples are vendors in theaters, sports stadiums and railway stations. However, establishments in the premises of public gardens and amusement parks are investigated.
- (c) Also excluded are facilities of "foreign governments and international agencies" in terms of the SICJ.

F. Enumeration Units

20 Any establishment having one location and being operated under a single management is defined as an enumeration unit. In cases business is carried out at several locations or under more than one proprietorships, establishments are defined individually. A group of two or more units located in the same compound are considered as a single establishment, provided that those units share the same management documents such as sales records, purchase books and payrolls.

21 Some special cases in view of the field operation are:

(a) Construction

A local operation unit such as a construction site is included in the head or branch-office which controls the unit concerned. Carpenters, plasterers, painters, plumbers, electricians and others who are self-employed, are not enumerated at their job sites, but at their offices or their homes.

(b) Transport

For transport services such as railways, cars, boats, airplanes and others, the establishment which supervises them is considered as an enumeration unit. Stations, conductors' stations, engine factories, etc. are treated as separate enumeration units, but if they do not have their own supervisors (e.g. station masters), they are combined with the units to which the supervisors belong.

(c) Education

Even if several schools such as colleges or universities, high schools, junior high schools, primary schools, kindergartens belonging to the same school juridical person are located in the same compound, each of them is treated as a separate enumeration unit.

G. Topics Enumerated

22 The topics of the Census are limited to only basic items from the point of view of the

objective of the Census. In the 2001 Census, however, in order to collect basic information on the current situation of enterprises such as mergers and acquisitions, restructuring of enterprises or enterprise groups, newly added were such topics with an asterisk as legal opening year, name and address of the parent company, and merger or division after October 2, 1996, i.e. the previous Census date. Also topics related to e-commerce were newly added in view of the recent trend in business operations. The topics of the 2001 Census are listed below:

(a) Topics on privately owned establishments

[Items on establishments]

- (1) Name and telephone number
- (2) Address
- (3) Type of legal status
- (4) Head or branch office, and name and address of the head office in case of branch office
- (5) Opening year
- (6) Number of persons engaged
- (7) Kind of business activities
- (8) Type of the establishment

[Items on enterprises]

- (9) Legal opening year of the company*
- (10) Amount of capital and foreign capital ratio
- (11) Parent or subsidiary company, and name and address of the parent company*
- (12) Merger or division after October 2, 1996 (1996 Census date)*
- (13) State of e-commerce*
- (14) Number of branches
- (15) Number of regular employees of the company
- (16) Kind of the main business activity of the company

(b) Topics for establishments under the management of the central and local governments:

- (1) Name and phone number
- (2) Address
- (3) Number of persons engaged
- (4) Kind of activities

H. Method of the Enumeration

23 Date of the Census

The Census is taken as of October 1, while the Simplified Census is taken as of July 1.

24 Enumeration Types and Organizational Channel

The Census consists of the following two types of enumerations:

- (a) Enumeration A: Covers private establishments and enterprises.
- (b) Enumeration B: Covers establishments of the central and local governments.

Enumeration A is undertaken through the following channel:

Minister of the MPHPT (Director-General of the Statistics Bureau) - Governors of 47 prefectures - Mayors of cities and towns and head persons of villages - Supervisors - Enumerators - Establishments.

Enumeration B is conducted by the chiefs of the ministries for the establishments of the central government, and by the governors, mayors and head persons for the establishments of the local governments.

25 Fieldwork by enumerators

- (a) The enumerator, who takes responsibility for Enumeration A, is in charge of 2 enumeration districts (hereinafter, EDs). The ED, which is demarcated 8 months before the Census date, consists of approximately 30 establishments.
- (b) The enumerator executes the following fieldwork during the enumeration period (about 2 weeks before and after the Census date)
 - (1) With the “Establishment List,” in which names and addresses of establishments in the ED are pre-printed based on the previous Census data, the enumerator checks whether they are existing, have been abolished or replaced, and finds newly organized establishments.
 - (2) The enumerator distributes the questionnaires pre-printed to existing establishments, and questionnaires not pre-printed to newly organized establishments.
 - (3) The enumerator collects filled-in questionnaires after they have been modified or newly filled in by establishments.
 - (4) The enumerator updates and corrects the “Establishment List” according to the filled-in questionnaires.

I. Tabulation and Release of the Results

- 26 Prefectures and municipalities (cities etc.) are in charge of data capture and industrial classification coding. The Statistics Center is responsible for tabulation of the returns of the Census and the Statistics Bureau takes charge of analysis and release of the statistical results in publications and CD-ROMs as well as on the Internet. The Census results are tabulated for prompt counts and final counts. Some figures may be revised in the final counts after scrutinizing the

prompt counts.

The time schedule of the 2001 Census tabulation is as follows:

- (a) Prompt Results - July 2002
- (b) Final Results
 - (1) Results on establishments and enterprises
 - Prefectures and municipalities - October to December 2002
 - Japan - December 2002
 - (2) Small area statistics on establishments
 - Small areas - January 2003
 - Enumeration districts - February 2003
 - (3) Results on enterprises with head offices and branches - June 2003
 - (4) Results on enterprise groups together with parent companies and subsidiary companies - December 2003

III Related Issues

A. New Database for the Establishment and Enterprise Directory

27 The Statistics Bureau has developed a database for the establishment and enterprise directory. It is a Japanese type business frame, and is called the Establishment and Enterprise Information Database System. This Database System is derived from the Establishment and Enterprise Census, and is updated twice five years. It is used as the sampling frame for various sample surveys on establishments as mentioned in Chapter I.

A new database is being developed to be commonly utilized by other statistical agencies from April 2002 onward.

28 The new database directory has a few characteristics as follows:

- (a) The directory is to be maintained using not only the returns of the Establishment and Enterprise Census but also those of other censuses and surveys such as the Manufacturing Census, the Census of Commerce and the Statistical Survey on Incorporated Enterprises (Financial Statements of Corporations by Industry). It is to be updated each time these censuses and surveys are carried out. The demographical information such as births, deaths and changes in name, business etc. of establishments and enterprises will be reflected to the database more frequently. So, the more current data are to become available for sampling and other uses.
- (b) Every establishment and enterprise stored in the database is to have a code which is used commonly and permanently among statistical agencies. This coding system will facilitate the maintenance of the database and the conduct of censuses and surveys.

- (c) Every establishment and enterprise stored in the database is marked on whether it has been an object of a certain statistical survey conducted under the Statistics Law or the Statistical Report Coordination Law. Then it will be possible to count how many times each establishment and enterprise has been surveyed, and thus possible to reduce reporting burden on establishments and enterprises.
- (d) The new database is to be retrieved by statistical agencies through computer network.

B. Revision of the Standard Industrial Classification for Japan

29 The SICJ was established in January 1949 based on the ISIC. The work for the 11th revision of the SICJ has been almost completed by the Statistics Council. This revision focuses on remarkable changes in the industrial structure such as advance and diffusion of ICT, aging population, service-oriented economy etc. The revised SICJ promulgated in March 2002 is to put into practice in October 2002. Therefore, the results of the 2001 Establishment and Enterprise Census is to be tabulated in accordance with both the current and revised SICJ.

30 The main points of the revision of the SICJ are as follows:

- (a) The following 5 major categories (1-digit groups) are to be newly established:
 - “Information and telecommunication services”; “Medical and welfare services”; “Educational and tutorial school services”; “Restaurants and hotels”; and “Multiple services.”As a result, the number of the major categories totals up to 16.
- (b) The following 2 divisions (2-digit groups) are to be newly established:
 - “Manufacture of machinery and equipment for information and telecommunication”; and
 - “Services related to the Internet.”
- (c) The following divisions (2-digit groups) are to be integrated:
 - (1) “Metal mining,” “Coal and lignite mining,” “Crude petroleum and natural gas production,” and “Non-metallic mineral mining” are to be integrated to the new division “Mining.”
 - (2) “Manufacture of ordnance” is to be abolished and included in “Miscellaneous manufacturing industries.”
 - (3) “Financial institutions for small businesses” and “Financial institutions for agriculture, forestry and fisheries” are to be integrated to “Financial institutions for cooperative organizations.”

C. The Census versus Administrative Records

31 The Establishment and Enterprise Census has sometimes problems with respect to completeness in terms of coverage. For example, it may be very difficult for the enumerators to find out such establishments operating without any signboards showing their names, activities etc.

as self-employed carpenters and taxi drivers who operate individually. In addition, some establishments do not cooperate in the Census. However, the Census can provide data with the same criteria and reference time period, and under the uniform concept and definition concerning establishments and enterprises.

On the other hand, the administrative records seem to start enjoying the development of ICT in merging and checking their contents these days. But they do not necessarily cover all establishments, or do not necessarily have the same criteria, because they are made to meet the respective administrative purposes. For example, tax rolls are effective for profit-making incorporations, but not so much for public or non-profit organizations. The employment insurance directory does not include proprietors with no employee. In addition, there sometimes exist a few and serious problems such as legal restrictions to other utilization than the original purposes. In Japan, more efforts are required so that the statistical offices could utilize these administrative records for statistical purposes.

Therefore, the Establishment and Enterprise Census will continue to play a main role as a provider of statistical data and the sampling frame in Japan.

D. The Census and the Informal Sector

32 The informal sector in a strict sense is not very important in Japan in employment and in production. As the Census covers all the establishments to the smallest size possible, the informal sector in Japan is considered to exist in the household sector. (They are grasped by the Census if they have signboards showing their names, activities.)

Such data could be investigated in various household censuses and surveys such as the Population Census, the Census of Agriculture and forestry, and family budget, labour, employment status surveys if one would study on the informal sector.

E. Coverage Problems and Enumeration Issues

33 The following matters are pointed out as issues to be solved and overcome soonest:

- (a) Grasping exactly new businesses such as SOHO caused by the development of ICT
- (b) Developing new enumeration methods using ICT (e.g. EDI for enterprises)
- (c) Investigating topics such as “amount of foreign capital” and the home country of the parent company in view of the internationalisation and globalisation of enterprise activities

(This paper was prepared for the Workshop on Establishment/Enterprise Survey held as part of ASEAN Statistics Project at Thailand on 14-18 January 2002. The views expressed in this paper are those of the author and do not necessarily reflect those of the institutions he is or was related to.)

ANNEXES

I Questionnaires of the 2001 Establishment and Enterprise Census

Confidential

Designated statistics No. 2

Establishment and Enterprise Census

Questionnaire A

October 1, 2001 Statistics Division, Ministry of Public Management, Human Resources and Telecommunications

The contents herein filled are exclusively used for statistical purposes, so please do not hesitate to fill in the form as accurately as possible.

-Please refer to the material "How to fill the form" as was distributed separately.
-Please circle the numbers of answers whichever are applicable.

Establishment Code	Enterprise Sector Number
Establishment No.	Code

If your establishment name and/or address have already been printed in the form, please check and confirm if they are correctly printed and correct, if necessary.

1 Name and Telephone No. of Establishment <small>* Put commonly known trade name, if any, within the brackets.</small>	Legal Name		Telephone No.	Name of Contact								
	[Commonly known trade name]			Name								
2 Address of Establishment <small>* Fill your complete address including the name and floor of the building where your office is in.</small>	Postal code		Telephone No.									
			[Building; Floor]									
3 Legal Status	1 Individual Proprietorship	2 Stock Company	3 Limited Company	4 Limited/Unlimited Liability Partnership	5 Mutual Interest Company	6 Foreign Company	7 Corporation other than company	8 Unincorporated Organization				
					[Starting overseas head office]		[Group of juridical persons, trusts, associations, etc.]					
4 Distinction of Head Branch, Name & Address of your head office <small>* If your organization falls into one of 2-3 under "3. Legal Status", and is a branch office, state the name & address of your head office. * Fill the complete address including the name and floor of the building where the office is in.</small>	1 Single Unit <small>[With no other head/branch office]</small>	Name and Address of Head Office	Legal Name		Telephone No.							
	2 Head Office <small>[Which has branch offices in other places]</small>		[Commonly known trade name]									
	3 Branch Office <small>[Which is under the supervision of head office in other place]</small>		Postal code		[Building; Floor]							
5 The Office was started in: <small>* The time of starting office at the present place.</small>	01	02	03	04	05	06	07	08	09	10	11	12
6 Number of persons engaged <small>* In the case of an individual proprietorship, if a family member works under payment contract, the family member is regarded as a regular employee. * Salaried directors are those directors who earn director's emolument but the individual proprietorship is excluded. * These regular employees other than (1) above are part-time workers or temporary staff whose employment period falls under the definition of regular employee.</small>	(1) State the number of persons engaged in this establishment as of October 1st. <small>Those who have been dispatched to other establishments of other management are included.</small>	(a) Individual Proprietor	(b) Unpaid family workers	(c) Salaried directors	Regular employees		(d) Temporarily employed workers	Total numbers of [] through [].				
		(e) Managing director			(1) Those who have been employed individually or more than 2 months or those who were employed for 18 days or more in August and in September, respectively.	(2) Those who are generally called regular employees or staff.	(3) Those other than (1).		(f) These who have been employed for a limited period of one month or less.			
	Number of persons engaged in other establishments of other management	(2) Among those under (1), is anyone working at another office of different management? Or, is anyone being dispatched to other company as a subcontractor?	1 Yes (How many)		2 No							
		(3) In addition to those under (1), is anyone being dispatched to your office from another office of different management? Or, is anyone being dispatched to a subcontractor?	1 Yes (How many)		2 No							
7 Kind of business <small>* Please refer to the separate material, "How to fill the form" and specify your business activity as detail as possible. * If more than one category is applicable, state the main one. * Your main line of business is defined as the largest turn-over category that you have achieved over the year.</small>	(1) State the main line of business that this establishment is engaged in.		[Business code]		About the business of (1), state the production, merchandise or line of business in the sequence of the largest turn-over item or sales.							
	(2) Is the main activity of your business as stated above, if your business is concerned with manufacturing, processing, wholesaling, retailing, civil engineering or building work, select one of the most applicable descriptions in the following by circling the number given.		A. Manufacturing, processing, wholesaling or retail trade.		B. Civil engineering or building work.							
		1 Mainly engaged in manufacturing and shipment or wholesales.		7 Civil engineering profession takes 80% or more of your turn-over.								
		2 Mainly engaged in manufacturing and processing based on the materials supplied from outside.		8 Building work profession takes 80% or more of your turn-over.								
		3 Mainly engaged in wholesales of items being manufactured or processed by other establishments of the same enterprise.		9 You are engaged in both civil engineering and building, and each profession takes less than 80% of your turn-over.								
		4 Mainly engaged in wholesales of items being manufactured or processed by other establishments of the other enterprises.										
		5 Mainly engaged in existing office manufacturing.		6 Mainly engaged in retailing only.								



This form relates to **Stock company, Limited company, Limited/unlimited liability partnership or Mutual insurance company** when the establishment is either the head office or the single unit.

Single Unit
 Fill 6 to 12 columns only

Head office
 Fill 6 to 15 columns only

If your establishment is a branch office, no need to fill the following columns.

8 When were you established? <small>* State the date of establishment in the commercial register.</small>	1 Merge 2 Transfer 3 Share 4 Liquidation	<input type="checkbox"/> Yes <input type="checkbox"/> Month								
9 Capital Stock and Share of Foreign Capital	(1) Capital Stock (Capital Investment or Fund)	(2) Foreign capital share (Percent)								
	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>Yen</th> <th>Dollars</th> <th>Millions</th> <th>10 Percent</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> Yes	Yen	Dollars	Millions	10 Percent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <small>(Round off at the second decimal)</small>
Yen	Dollars	Millions	10 Percent							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
10 Parent or subsidiary company Name and address of parent company <small>* Parent company is a company that owns more than 50% of your company shares.</small> <small>* Subsidiary company is a company that holds more than 50% of their stock capital from your company.</small> <small>* Associate (Affiliate) company is a company that holds more than 20% but less than 50% of your shares.</small> <small>* Related (Inventorily) company is a company that acquires more than 20% but less than 50% of their shares from your company.</small>	(1) Parent company, name and address	1 Domestic 2 Overseas 3 None ↓ Legal Name Telephone No. _____ Floor(s) known with name, if any Postal code: <input type="text"/> - <input type="text"/>								
	(2) Subsidiary company	1 Domestic 2 Overseas 3 None <small>(If both domestic and overseas are applicable, circle 1 and 2.)</small>								
	(3) Associate (Affiliate) company	1 Domestic 2 Overseas 3 None <small>(If both domestic and overseas are applicable, circle 1 and 2.)</small>								
	(4) Related (Inventorily) company	1 Domestic 2 Overseas 3 None <small>(If both domestic and overseas are applicable, circle 1 and 2.)</small>								
	(5) In your legal name changed?	1 Changed 2 Not changed ↓ Legal name as of October 1st, '96								
11 Mergers/Divestiture after October 1st, 1996 <small>* "Newly established by merger" means more than two companies are dissolved completely to form a new company. * "Acquired and merged" means a company gets merger and acquisition of the other. * "Separating/dividing" means that part of a company operation is separated or divided by establishing a new separate company.</small>	(1) Newly established by merger or not?	1 Newly established 2 Not applicable								
	(2) Acquired and merged?	1 Acquired and merged 2 Not applicable ↓ Date: <input type="text"/> / <input type="text"/> / <input type="text"/>								
	(3) Newly established by separating/dividing the existing company?	1 Established 2 Other than 1								
	(4) Moved?	1 Moved 2 Not moved ↓ Address as of October 1st, '96 _____ [Building Floor]								
	(5) Is your legal name changed?	1 Changed 2 Not changed ↓ Legal name as of October 1st, '96 _____								
12 Engagement in Electronic Commerce <small>* Electronic Commerce implies those commercial activities through the computer networks like Internet. * Circle all the numbers applicable.</small>	(1) Engaged in EC?	(2) Partners and contents								
	1 Through the Internet 2 Through a computer network other than the Internet 3 No	1 With other companies → [About 1 Receiving orders 2 Shipment or 3 Ordering 4 After-sales services and others] 2 With consumers → [About commodity/semi-commodity 1 3 After-sales services and others 2 Shipment or distribution]								
13 Number of branches/local offices <small>* Include warehouses in domestic where your employees are stationed.</small>	(1) No. of domestic branches, local offices, _____ Locations	(2) No. of overseas branches, local offices, _____ Locations								
14 Total number of the entire regular employees of your company <small>* Describe by differentiating those at domestic and overseas establishments.</small>	(1) Domestic _____ Persons	(2) Overseas _____ Persons								
15 Kind of main business of your company <small>* State the kind of business you are in, after selecting the largest item out of business items over the past year.</small>	1 Other (Specify business code) _____									
Surveyor's Column										
Type of establishment	1 Shop, restaurant, etc. 2 Office 3 Factory, workshop, printing station	4 Distribution Center, Shipping Center, or car park (Store) 5 Retail business or private office building 6 Trade office, office, consular office								
	7 Other (school, hospital, temple or shrine, inn, public bath, etc., etc.)	<input type="text"/>								

If your office is a single unit or the head office of your company, please fill this form.

Please fill this column only if your office is a branch office of your company.

Confidential

Designated Statistics No. 2

Establishment and Enterprise Census questionnaire B

October 1st, 2001 Statistics Bureau, Ministry of Public Management, Home Affairs, Posts & Telecommunication

* Municipality Code		* Enumeration District No.		Establishment No.		# Type	
Name of National Authority, Local Public Body, Independent Administrative Agency		# Public Body Code		Serial No.		1. Nation 2. Prefecture 3. Municipality 4. Independent Administrative Agency 5. Other	
Name & Phone Number of Establishment(s)		Postal code		Phone Number (Rep.)			
Address of Establishment(s)		Fill in the complete address including the name and floor number of the building your offices are in.		Bld., Floor		Section	
Number of Persons Engaged (temporary staff included) Those regular employees, other than in (1), are part-time workers or temporary staff whose employment period falls under the definition of regular employees.	Regular Employees <small>Those who have been employed continuously or for more than a month or those who were employed for 15 days in August and a September, respectively.</small>		(3) Temporary Workers <small>Those workers other than regular employees, those who have been employed for a limited period of one month or less.</small>		(4) Total Number of (1) through (4)		(5) Others who work at this office but initially belonged to another office of management
	(1) Regular Employees	(2) Other than (1)	persons	persons	persons	persons	persons
	M	persons	persons	persons	persons	persons	persons
	F	persons	persons	persons	persons	persons	persons
	Total	persons	persons	persons	persons	persons	persons
Type of Operations of Establishment (Institute)	Remarks						

? Columns marked # are to be filled in by National Authorities, Prefectural and Municipal Governments or Independent Administrative Agencies.

? Columns marked * are to be filled in by Prefectural or Municipal governments for Local Public Bodies (institutes), and by Statistics Bureau for National Authorities or Independent Administrative bodies (institutes).

? Establishment Numbers will be entered by Statistics Bureau.

II Outlines of Main Censuses and Surveys on Establishments and Enterprises

1. Manufacturing Census
2. Current Production Statistics Survey
3. Census of Commerce
4. Current Survey of Commerce
5. Unincorporated Enterprise Survey
6. Survey on Service Industries
7. Statistical Survey on Incorporated Enterprises (Financial Statements of Corporations by Industry)

1. Manufacturing Census

Responsible Agency

Ministry of Economy, Trade and Industry (METI)

Purpose

To clarify the actual status of the country's manufacturing industry and to provide basic data for various policies concerning manufacturing industries by investigating the number of establishments and persons engaged, and the value of manufactured goods, by industry group, size of establishment and region.

Scope and Coverage

Enumeration unit: Establishment

Establishments covered: All establishments (except state-owned) in "manufacturing industry" of the SICJ. Establishments with 30 or more employees are investigated by Questionnaire A, while those with 29 or less employees by Questionnaire B.

Frequency and date: As of 31 December every year. In the calendar years ending with 0, 3, 5, and 8, all establishments are investigated, while in other calendar years, only establishments with 4 or more employees.

Enumeration Method

Distribution and collection of the questionnaires: By enumerator

Entry in the questionnaires: Self-enumeration

Items

1. Name and location of the establishment
 2. Name and location of the head office
 3. Whether having other office(s)
 4. Legal organization
 5. Amount of capital or fund
 6. Number of persons engaged in the establishment
 - 7.*Total regular workers at the end of each month
 8. Cash earnings
 9. Value of raw materials, fuel and electricity consumed, and value of work subcontracted out
 10. Value of tangible fixed assets at the beginning of the year, value acquired, value liquidated and value of depreciation
 11. Value of manufactured goods in stock and goods in process
 12. Value of manufactured goods shipped, receipts from contract works and repairing
 13. Value of domestic excise tax
 14. Principal raw materials
 - 15.*Process of work
 - 16.*Land area of the site and area for the building(s)
 - 17.*Land area acquired for industrial use
 - 18.*Daily use of water by source
 - 19.*Daily use of water by use
- Items with sign(*) are not investigated in Questionnaire B.

Publication of the Results

A preliminary report is published about 9 months after the Census. The final report is released in publications and in electric media about 13 months after the Census.

2. Current Production Statistics Survey

Responsible Agency

Ministry of Economy, Trade, and Industry (METI)

Purpose

To clarify current production activities of mining and manufacturing industries by investigating items concerning the production of iron and steel commodities as well as machinery every month.

Scope and Coverage

Enumeration unit: Establishment (partly enterprise)

Establishments or enterprises covered: Those which produce or process designated mineral and manufacturing products

Frequency and date: Monthly: the 5th, 15th and 30th of each month.

Commodities covered: Commodities are selected so that production value covers about 85% for any two-digit industrial group of the SICJ. In addition, the survey includes commodities necessary for technical or classification reasons, as well as for clarifying local industries. The total commodities are about 3,000.

Survey Method

Selection of the survey establishments or enterprises: Those designated by METI

Kinds of questionnaires: About 150

Distribution and collection of the questionnaires: By enumerator or by mail

Entry in the questionnaires: Self-enumeration

Items

The survey items are almost the same for all kinds of questionnaires: value of products, shipments and inventories. Raw material, fuel, motor power, persons engaged, machinery and equipment are also surveyed for some commodities.

Publication of the Results

Monthly reports by product are published on the 25th of each month.

3. Census of Commerce

Responsible Agency

Ministry of Economy, Trade and Industry (METI)

Purpose

To clarify the actual status of commercial activities in Japan, and to provide basic data for various policies concerning commercial industries.

Scope and Coverage

Enumeration unit: Establishment

Establishments covered: All establishments which fall under "Wholesale and Retail Trade" in the SICJ. From 1988 onward, the Census includes establishments managed by local governments, shops which exist in premises of government offices, schools, companies and so on, but are not managed by those establishments. Also included are shops which do not have sales space: door-to-door sales, mail order and catalogue sales, etc.

However, the following establishments are excluded:

1) Government controlled public service corporations

- 2) Sales activities which do not have fixed or permanent sales space: traveling sales persons, street vendors
- 3) Establishments operating in such premises as stands and booths in theaters or stadiums, where admission fee is needed
- 4) Establishments which have been closed for 3 months or more before this Census is carried out

Frequency and date: June 1 every five years. However, a simplified survey is conducted two years after the main Census.

Enumeration Method

Distribution and collection of the questionnaires: By enumerator

Entry in the questionnaires: Self-enumeration

Items

1. Name and address of the establishment
2. Distinctions between head office and branch
3. Legal organization, capital or amount invested
4. Opening year of the establishment
5. Number of employees
6. Total sales during the year
7. Percentage of annual sales by sales method
8. Value of merchandise in stock
9. Business form
10. Percentage of the sales of retailed merchandise in the total amount of the annual sales by sales form
11. Sales floor area
12. Opening and closing time
13. Existence or non-existence of customer car parking space, and car parking capacity
14. *Percentage of the annual amount of purchase merchandises by supplier
15. *Percentage of the wholesale in the total amount of the annual sales by destination
16. *Data concerning related branches

Items with sign(*) are not surveyed for unincorporated establishments.

Publication of the Results

Preliminary results are released about 9 months after the Census. The final data are released successively in publications and in magnetic tape after about one year and three months.

4. Current Survey of Commerce

Responsible Agency

Ministry of Economy, Trade and Industry (METI)

Purpose

To clarify monthly trends of business activities of commercial establishments and enterprises in the country.

Scope and Coverage

Enumeration units: Establishments (large-size wholesalers: general wholesale stores with 100 or more employees and wholesale stores with 200 or more employees; large-size retail shops: department stores and supermarkets with 50 or more employees; general shops: general shops not classified under large-size wholesale or large-size retail shops.); convenience stores:

corporate headquarters of companies which run chain convenience stores with 500 or more shops.

Establishments covered: Stores throughout the country which engage in “Wholesale Trade and Retail Trade.”

Kinds and Scopes of the Questionnaires:

Four kinds of questionnaires are used: Questionnaire A, Questionnaire B, Questionnaire C and Questionnaire D.

- 1) Scope of Questionnaire A (by enumerator)
General wholesale stores with 100 or more employees and wholesale stores with 200 or more employees (designated by METI)
- 2) Scope of Questionnaire B (by enumerator)
 - (a) Wholesale stores which are not covered by Questionnaire A, and car retail stores and retail stores with 20 or more employees which are not covered by Questionnaire C (designated by METI)
 - (b) Retail stores (excluding car retail stores) selected from among those with less than 20 employees and located in the survey areas (designated by METI)
- 3) Scope of Questionnaire C (by mail)
Department stores and supermarkets selected from among retail stores with 50 or more employees (designated by METI)
- 4) Scope of Questionnaire D (by mail)
Headquarters of chain convenience stores with 500 or more stores (designated by METI)

Frequency and date: Monthly: end of each month; end of each quarter (March, June, September and December) for inventory.

Survey Method

Selection of the survey establishments or enterprises:

- 1) Complete enumeration for large-size wholesalers, large-size retail shops and convenience stores
- 2) Random sampling for general shops which are not classified in large-size wholesale or large-size retail shops

Kinds of questionnaires: Questionnaire A, B, C and D

Distribution and collection of the questionnaires: By enumerator in general, but by mail for large retail stores and convenience stores, which the METI directly requests to fill in questionnaires.

Entry in the questionnaires: Self-enumeration

Items

1. Monthly commodity sales
2. End-of-month number of employees
3. Sales floor space
4. Monthly business days
5. Monthly sales of merchandise certificates
6. End-of-quarter inventory

Sampling Method

The Survey stores/shops (excluding those by Questionnaire D) from July 2000 to date are selected from among stores/shops grasped in the 1997 Census of Commerce. Samples are selected by “individual sampling” or “area sampling” in the following way:

1. Individual sampling
 - 1) The individual sampling is applied to all wholesale stores, automobile retail stores and other retail stores with 20 or more employees (including large-size retail stores which are 100% selected).
 - 2) Sampling cells (hereafter “cells”) are set for each category of industry and the number of employees, and an adequate number of samples are selected for each cell.

- 3) The sampling is designed so that the sampling error in terms of sales amount for each industrial category is less than 5%.
2. Area sampling
 - 1) The area sampling is applied to all retail stores (excluding automobile retail stores) with less than 20 employees which exist in 264 survey areas.
 - 2) The 264 survey areas are sampled at random from among the enumeration districts of the Census of Commerce which are stratified into five layers.

Method of Estimation of Sales Amount

A ratio estimation method is used to estimate the sales amount for each industrial category. (For sales of large retail stores, however, the actual amount is added). In this ratio estimation method, the total sales of the current month are estimated as follows:

1. Counting the sales of the current and previous months from the samples for each “cell.”
2. Calculating the ratio of month-to-month change.
3. Multiplying the estimated sales amount of the previous month by this ratio.

Publication of the Results

The preliminary monthly report is published in the third part of the month following the survey, and the final monthly report is published on the 25th of the second month after the survey. The annual report is published in June of the second year after the survey.

5. Unincorporated Enterprise Survey

Responsible Agency

Statistics Bureau of Japan (MPHPT)

Purpose

To provide basic data concerning unincorporated enterprises by clarifying economic status and business activities of unincorporated enterprises in manufacturing, wholesale and retail trade, food services, and services

Scope and Coverage

Enumeration unit: Enterprises

Enterprises covered: Unincorporated enterprises engaged in manufacturing, wholesale and retail trade, eating and drinking places (excluding “bars, cabarets and night clubs” and “public houses and beer halls”) and services (excluding “domestic services”)

Frequency and date:

There are four types of questionnaires: 1) Questionnaire on enterprise is filled at the beginning of the survey; 2) Questionnaire on operating revenues and expenses is filled every month; 3) Questionnaire on profit and loss account is filled every three months; 4) Questionnaire on assets and liabilities is filled for the fiscal year.

The survey is conducted for four quarters i.e., April to June (first quarter), July to September (second), October to December (third) and January to March (fourth).

Items

1. Receipts and expenses (surveyed every month by Questionnaire on operating revenues and expenses)
 - Sales volume, cost of merchandise and goods, operating expenses (taxes, interest, rent, insurance premium, welfare cost, power and utilities, transportation, advertisement etc.), personnel expenses, expenditures on fixed assets, number of days operated and number of persons engaged
2. Inventory (surveyed every three months for quarters: June, September, December and March by

- Questionnaire on operating revenues and expenses)
Amount of inventory and the method of evaluating inventory
3. Assets and liabilities (surveyed at the end of March by Questionnaire on assets and liabilities)
 4. Other items (surveyed at the beginning of the survey by Questionnaire on enterprise)
Kinds of business activities; type of operation (independent or subcontract); having family workers or not, or other employment or not; employment status of employees; floor space of the building(s) used for business, etc.)

Survey Method

Selection of the survey enterprises: Random sampling

Survey period and rotation Sample enterprises are surveyed for six consecutive months. Half of them are replaced each quarter.

Distribution and collection of the questionnaires: By enumerator

Entry in the questionnaires: Questionnaires on enterprise and Questionnaire on profit and loss account are filled in by enumerators and others are by enterprises.

Sampling method

1. For cities with a population of more than 200,000, "Population Census Tracts" are classified into three strata according to the proportion of the manufacturing establishments. Thirty-two tracts are selected from each stratum as sample unit districts.
For other small municipalities, cities are classified into 53 strata, and towns and villages into 38 strata according to the population, the condition of the location and the proportion of the manufacturing establishments. One municipality is selected in each stratum and one sample unit district is established in each selected municipality. Sample municipalities are rotated every year.
2. In each sample unit district, enterprises (15 for urban areas and 12 for rural areas) are selected from among unincorporated enterprises engaged in the manufacturing, the wholesale and retail trade, the eating and drinking places, and the services with probability proportional to the number of persons engaged. Sample enterprises are rotated every six months.

Method of Estimation

As the number of sample enterprises is decided in proportion to the number of persons engaged in each industry and district, the average sales and other figures per enterprise of each industry are estimated by multiplying the value by the multiplier (the reciprocal of the sampling ratio) for each industry and district.

Publication of the Survey Results

The quarterly report is published three months after the survey, and the fiscal yearly report is published in August.

Special Survey

At the end of the fiscal year (the end of March), the Survey of Business Conditions of Unincorporated Enterprises is conducted. The sampled enterprises are requested to fill in the questionnaire on their perspective on the next year's sales, profit, investment and employment. Results are used as the important information on the next year's business condition of small enterprises.

6. Survey on Service Industries

Responsible Agency

Statistics Bureau of Japan (MPHPT)

Purpose

To clarify the basic structure and activities throughout Japan of establishments engaged in service

industries, by kind of business and number of persons engaged. The Survey provides basic data for national and local policy planning.

Scope and Coverage

Enumeration units: Establishments

Establishments covered: Establishments under the specified medium groups classified in the major group "Service" of SICJ, as shown below:

Laundry, beauty and bath services; Automobile parking; Personal services; Hotels, boarding house and other lodging places; Amusement and recreation services (except motion picture and video production); Automobile repair services; Machine, upholstery, furniture, etc. repair services (except otherwise classified, hereafter, n.e.c.); Goods rental and leasing; Motion picture and video production; Broadcasting, Information services and research; Advertising, Professional services (n.e.c.), Cooperative associations(n.e.c.); Waste treatment services; Offices of other health practitioners; Dental laboratories; Services related to health care(n.e.c.); Miscellaneous health services; Public health services, Social insurance and social welfare; Social educational services; Miscellaneous educational services; Scientific research institutes; Religion; Political, business and cultural organizations; Miscellaneous services.

Frequency and date: November 15 every five years since the first survey in 1989

Items

1. Name of the establishment
2. Legal organization
3. Capital or fund
4. Whether head or branch office
5. Opening year
6. Number of persons engaged
7. Operating hours
8. Beginning and end of the accounting period
9. Income (annual)
10. Ratio of income by business or activity
11. Ratio of income by other parties
12. Expenses (annual)
13. Wages and salaries (annual)
14. Equipment investment (annual) (expenses for acquiring land are excluded)
15. Busy or slack situations

Survey Method

Selection of the survey establishments: For establishments with 30 or more persons engaged: complete enumeration. For establishments with less than 29 persons engaged: random sampling.

In total, about 310,000 establishments were enumerated in the 1999 Survey.

Distribution and collection of the questionnaires: By enumerator

Entry in the questionnaires: Self-enumeration

Sampling Method

The establishments with less than 30 persons engaged are sampled as follows:

- 1) The ordinary establishments (Note 1) with less than 30 persons engaged are selected using a proportionate systematic sampling method for prefectures and industrial minor group.
- 2) All of the new establishments (Note 2) with less than 30 persons engaged that are found in the Monitor Enumeration Districts (Note3) are sampled. Monitor Enumeration Districts are sampled from among the Enumeration Districts of the 1996 Establishment and Enterprise Census (conducted as of October 1, 1996) by one twentieth using a proportionate systematic sampling method.

Note 1: The ordinary establishments mean the establishments which were surveyed by the

1996 Establishment and Enterprise Census and existed as of the date of the 1999 Survey on Service Industries.

Note 2: The new establishments mean the establishments which were established after the 1996 Establishment and Enterprise Census.

Note 3: Monitor Enumeration Districts mean Enumeration Districts designated for the purposes of grasping and estimating the new establishments with less than 30 persons engaged.

Method of Estimation

1. The figures for establishments with less than 30 persons engaged are estimated by multiplying the surveyed figures for each establishment by the multiplier (the reciprocal of the sampling ratio) determined for each industry and prefecture group. Figures for the ordinary and new establishments with less than 30 persons engaged are separately estimated and summed up.
2. Figures for the establishments with 30 or more persons engaged, and the ordinary and new establishments with less than 30 persons engaged are finally totaled together.

Publication of the Results

Survey Reports are published 4 months after the Survey.

7. Statistical Survey on Incorporated Enterprises

(Financial Statements of Corporations by Industry)

Responsible Agency

Ministry of Finance

Purpose

To clarify business activities of profit-making corporations (excluding financing and insurance corporations) in Japan, and to update the directory of corporations which are used as a sampling frame for various statistical surveys on enterprises.

Scope and Coverage

Enumeration units: enterprises

Enterprises covered: The annual survey covers all profit-making corporations (stock companies, limited companies, limited and unlimited partnership companies) with a capital of 2 million yen or more excluding financing and insurance corporations, while the quarterly survey covers all profit-making corporations with a capital of 10 million yen or more excluding financing and insurance corporations.

Frequency and date: The annual survey is carried out in January for corporations with a fiscal year ending in months between April and September and, in July for those with a fiscal year ending in months between October and March. The quarterly survey is carried out in August, November, February, and May for preliminary financial results for the respective periods of April through June, July through September, October through December, and January through March.

Items

Annual survey: Name of the corporation; general items on the corporation such as legal organization and economic activities; items on turnover, assets and liabilities, and capital; items on profit and loss, and disposition of surplus; items on depreciation and cost; items on number of officers and employees.

Quarterly survey: Name of the corporation; general items on the corporation such as legal organization and economic activities; items on turnover, assets and liabilities, and capital; items

on increase and decrease in the value of fixed assets; items on detailed assets such as investment; items on profit and loss; items on depreciation; items on personnel expenses.

Survey Method

Selection of the survey enterprises: Complete enumeration for corporations with a capital of one billion yen or more. The others are selected by random sampling.

Distribution and collection of the questionnaires: By mail

Entry in the questionnaires: Self-enumeration

Sampling Method

The survey corporations with a capital of less than one billion yen are selected by a stratified random sampling method from the Corporation Directory based on the Statistical Survey on Incorporated Enterprises and administrative records prepared by the Ministry of Finance. Corporations are classified into five strata for the quarterly survey and into nine strata for the annual survey according to capital size. The survey corporations are sampled from each stratum.

Method of Estimation

The average item value per corporation calculated from collected questionnaires is multiplied by the number of corporations for industrial and capital groups etc.

Publication of Results

Quarterly survey results are released in newspapers generally two months after the survey, and “Quarterly Report” is published within three months after the survey. Annual survey results are released in newspapers generally five months after the survey, and published as “Special Issue of Financial Statements of Corporations by Industry” in the Annual Report of Monthly Statistics on Government Finance and Banking.