



Unified Enterprise Survey – Annual

# 2006 Survey of Service Industries: Automotive Equipment Rental and Leasing

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## Reporting Guide

This guide is designed to assist you as you complete the 2006 Survey of Service Industries. If you need more information, please call the Statistics Canada Help Line at the number below.

**Help Line: 1 888 881-3666**

### Your answers are confidential.

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. All Statistics Canada employees take an oath of secrecy and face severe penalties for any breach of confidentiality. The collected information cannot be disclosed under the *Access to Information Act* or any other Act. **The Canada Revenue Agency cannot access any individual survey records from Statistics Canada.**

All survey results are carefully screened before publication to ensure they cannot be used to derive information about a particular business.

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INFORMATION  
ONLY

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## B - Main Business Activity

### 1. Please describe the nature of your business

To ensure that you have received the appropriate questionnaire, you are asked to describe the nature of your business. The description should briefly state the main activities of your business unit.

### 2. Please check the one main activity which most accurately represents your main source of revenue

Below is a description of each main activity.

#### Passenger car rental (without driver)

This industry comprises business units primarily engaged in renting out passenger cars without drivers, generally for short periods of time.

##### Excludes:

- renting or leasing passenger cars, hearses, with drivers;
- leasing passenger cars without drivers, generally for long periods of time (please see Passenger car leasing (without driver) below).

#### Passenger car leasing (without driver)

This industry comprises business units primarily engaged in leasing passenger cars without drivers, generally for long periods of time.

##### Excludes:

- retailing passenger cars through sales or lease arrangements;
- renting or leasing passenger cars, hearses, with drivers;
- leasing and providing loans to buyers of goods and equipment, or to vendors and dealers to finance their inventories;
- renting passenger cars without drivers generally for short periods of time (please see Passenger car rental (without driver) above).

#### Truck, bus, utility trailer and RV (recreational vehicle) rental and leasing (without driver)

This industry comprises business units primarily engaged in renting out or leasing trucks, truck tractors, buses, semi-trailers, utility trailers and RVs (recreational vehicles), without drivers.

##### Includes:

- renting/leasing modular space.

##### Excludes:

- renting or leasing industrial trucks, such as forklifts, materials handling equipment, farm tractors and other industrial equipment;
- retailing vehicles commonly referred to as RVs through sales or lease arrangements;

- leasing and providing loans to buyers of goods and equipment, or to vendors and dealers to finance their inventories;
- renting or leasing mobile home sites;
- renting recreational goods, such as pleasure boats, canoes, motorcycles, mopeds or bicycles.

If none of the above activities describes your main source of revenue, please call **1 888 881-3666** for further instructions.

### 4. Is this business unit engaged in sales financing? (Yes - No)

#### Sales financing

Sales financing business units lend money to consumers and businesses, for the purchase of goods and services, using a contractual instalment sales agreement, often either directly from, or through arrangements with, dealers of the products.

##### Includes:

- acceptance companies of motor vehicle manufacturers and heavy equipment manufacturers;
- business units engaged in the purchase of instalment and credit card receivables.

## C - Reporting Period Information

Please report information for your fiscal year (normal business year) **ending between** April 1, 2006 and March 31, 2007. Please indicate the reporting period covered by this questionnaire.

## G - Personnel

To fully measure the contribution of all human capital in this industry, we require information on the number of owners, partners and proprietors as well as the number and classification of workers.

### 1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)

For unincorporated businesses, please report the number of partners and proprietors for whom earnings will be the net income of the partnership or proprietorship.

### 2. a) Number of paid employees (based on year end T4 payroll summaries)

##### Includes:

- all employees who were issued a T4 for the period covered by this survey.

##### Excludes:

- non-salaried partners and proprietors reported at question 1 above.

**b) Percentage of paid employees who worked full time**

Full-time employment consists of persons who usually work 30 hours or more per week. Please specify the percentage of paid employees who have been working full time by rounding the percentage to the nearest whole number.

**3. Number of contract workers (for whom you did not issue a T4, such as freelancers and casual workers)**

Contract workers are not employees, but workers contracted to perform a specific task or project in your organization for a specific duration, such as self-employed persons, freelancers and casual workers. These workers are not issued a T4 information slip. Please report the number of contract workers employed by your organization during the fiscal year.

**4. Number of volunteers (including unpaid interns and co-op students) during the reporting period (estimates are acceptable)**

Please report the number of unpaid workers employed by your organization during the fiscal year.

**Includes:**

- unpaid interns and co-op students.

**5. Total number of hours worked by volunteers during the reporting period (estimates are acceptable)**

Please report the number of hours recorded by your organization for the work performed by volunteers during the fiscal year.

**H - Sales by Type of Client**

This section is designed to measure which sector of the economy purchases your services.

Please provide a percentage breakdown of your sales by type of client.

Please ensure that the sum of percentages reported in this section equals 100%.

**1. Clients in Canada**

**a) Businesses**

Percentage of sales sold to the business sector should be reported here.

**Includes:**

- sales to Crown corporations.

**b) Individuals and households**

Please report the percentage of sales to individuals and households who do not represent the business or government sector.

**c) Governments and public institutions (e.g., hospitals, schools)**

Percentage of sales to federal, provincial, territorial and municipal governments should be reported here.

**Includes:**

- sales to hospitals, schools, universities and public utilities.

**2. Clients outside Canada**

Please report the share of total sales to customers or clients located outside Canada including foreign businesses, foreign individuals, foreign institutions and/or governments.

**Includes:**

- sales to foreign subsidiaries and affiliates.

**I - Sales by Client Location**

Please provide a percentage estimate of your total sales (first point of sale) by client location.

Please ensure that the sum of percentages reported in this section equals 100%.

**J - International Transactions in Services**

This section is intended to measure the value of **imported services** purchased outside Canada as well as the value of **exported services** to clients/customers outside Canada. Such services cover a variety of industrial, professional, trade and business services, as well as royalties and licences.

**Excludes:**

- imports and exports of goods.

**K - Provincial/Territorial Distribution**

This section is intended to collect information on the locations operated by your business during the reporting period.

Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

Please report data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

## General Information

### Survey Purpose

Statistics Canada conducts this survey to obtain detailed and accurate data on this industry, which is recognised as being an important contributor to the Canadian economy. Your responses are critically important to produce reliable statistics used by businesses, non-profit organizations and all levels of government to make informed decisions in many areas.

The information from this survey can be used by your business to benchmark your performance against an industry standard, to plan marketing strategies or to prepare business plans for investors. Governments use the data to develop national and regional economic policies and to develop programs to promote domestic and international competitiveness. The data are also used by trade associations, business analysts and investors to study the economic performance and characteristics of your industry.

### Data-sharing Agreements

To avoid duplicating surveys and to ensure more uniform statistics, Statistics Canada has entered into data-sharing agreements with many provincial and territorial statistical agencies.

The objective of these data-sharing agreements is to share data from some surveys for those business establishments operating within their respective jurisdictions. **These agreements require that the shared data be used only for statistical purposes and be kept confidential.** Survey participants are always informed at the time of collection if a sharing agreement applies to a particular survey.

There are two types of data-sharing agreements that exist under the *Statistics Act*.

**Agreements under Section 11** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Saskatchewan, Alberta, British Columbia and Yukon. These statistical agencies have been established under provincial and territorial legislation authorizing them to collect this information on their own or jointly with Statistics Canada. Their legislation also provides the same confidentiality protection and outlines similar penalties for disclosure of confidential information as the federal *Statistics Act*.

**Agreements under Section 12** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut. All these Section 12 agreements require that the information be kept strictly confidential.

Under Section 12, you may refuse to share your information with any of these agencies by writing a letter of objection to the Chief Statistician of Canada and returning it with your completed questionnaire. Please specify those agencies from which data shall be withheld.

**Please note that Statistics Canada does not share any individual survey information with the Canada Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada at **1-888-881-3666** or visit our website at **[www.statcan.ca](http://www.statcan.ca)**.

**Thank you!**