

Monthly Production and Disposition of Tobacco Products Survey

CONFIDENTIAL once completed.

Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-877-604-7828 ou ATS 1-800-363-7629

This information is collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S-19.*
COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

Introduction

Survey purpose

The purpose of this survey is to obtain information on the quantities of tobacco products that are produced and sold by Canadian manufacturers. Data collected by this survey provide an indicator of the economic condition of the producing industry and can serve as input to study market share and industry trends.

Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during facsimile or email. However upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Note: Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada online surveys.

Confidentiality

By law, Statistics Canada is prohibited from releasing any information it collects that could identify any person, business, or organization, unless consent has been given by the respondent, or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes only.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

Please return the questionnaire by the 10th of the month following the month under review.

For reporting data for the most recent month under review, the preferred collection method is the electronic questionnaire. If you have not received your electronic questionnaire through e-mail or if you need help, please contact us.

Telephone

1-877-949-9492 (TTY: 1-800-363-7629)

Monday to Friday (except holidays), from 8:00 a.m. to 7:00 p.m. (Eastern Time)

Email

Technical assistance: statcan.sos-sos.statcan@canada.ca

General enquiries: STATCAN.infostats-infostats.STATCAN@canada.ca

Visit our website, www.statcan.gc.ca

Reporting instructions

- Please print in ink.
- When precise figures are not available, provide your best estimates.
- Enter "0" if there is no value to report.
- Report quantities **rounded to the nearest unit**.

Business or organization and contact information

1. **Verify or provide** the business or organization's **legal and operating name** and correct where needed.

Note: Legal name modifications should only be done to correct a spelling error or typo.

Legal name

Operating name (if applicable)

2. **Verify or provide the contact information** of the designated business or organization **contact person** for this questionnaire and correct where needed.

Note: The designated contact person is the person who should receive this questionnaire. The designated contact person may not always be the one who actually completes the questionnaire.

First name

Last name

Title

Preferred language of communication

English

French

Mailing address (number and street)

City

Province, territory or state

Postal code or ZIP code

Example: A1A 9A9 or 12345-1234

Country

Email address

Example: user@example.gov.ca

Telephone number (including area code)

Example: 123-123-1234

Extension number
(if applicable)

Fax number (including area code)

Example: 123-123-1234

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3. **Verify or provide the current operational status** of the business or organization identified by the legal and operating name above.

B00323

1 **Operational → Go to question 4**

2 **Not currently operational**

e.g., temporarily or permanently closed, change of ownership

Why is this business or organization not currently operational?

B00309

2 **Seasonal operations → Go to question 3a**

3 **Ceased operations → Go to question 3b**

4 **Sold operations → Go to question 3c**

5 **Amalgamated with other businesses or organizations → Go to question 3d**

6 **Temporarily inactive but will re-open → Go to question 3e**

7 **No longer operating due to other reasons → Go to question 3f**

3a. Seasonal operations

When did this business or organization close for the season?

Date B00217
YYYY MM DD

When does this business or organization expect to resume operations?

Date B00218
YYYY MM DD → Go to question 4

3b. Ceased operations

When did this business or organization cease operations?

Date B00211
YYYY MM DD

Why did this business or organization cease operations?

B00311

1 **Bankruptcy**

2 **Liquidation**

3 **Dissolution**

4 **Other**
Specify the other reasons why the operations ceased

B00312

} → Go to question 4

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3c. Sold operations

When was this business or organization sold?

YYYY MM DD
B00212

What is the legal name of the buyer?

B00406

→ Go to question 4

3d. Amalgamated with other businesses or organizations

When did this business or organization amalgamate?

YYYY MM DD
B00213

What is the legal name of the resulting or continuing business or organization?

B00407

What are the legal names of the other amalgamated businesses or organizations?

B00408

→ Go to question 4

3e. Temporarily inactive but will re-open

When did this business or organization become temporarily inactive?

YYYY MM DD
B00214

When does this business or organization expect to resume operations?

YYYY MM DD
B00215

Why is this business or organization temporarily inactive?

B00313

→ Go to question 4

3f. No longer operating due to other reasons

When did this business or organization cease operations?

YYYY MM DD
B00216

Why did this business or organization cease operations?

B00314

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4. **Verify or provide the current main activity** of the business or organization identified by the legal and operating name.

Note: The described activity was assigned using the North American Industry Classification System (NAICS).

B05002

1 This is the current main activity → **Go to next section**

2 This **is not** the current main activity
Provide a **brief but precise description** of this business or organization's **main activity**
e.g., breakfast cereal manufacturing, shoe store, software development

B05003

5. Was this business or organization's main activity ever classified as:

B05111

1 Yes

2 No → **Go to next section**

6. When did the main activity change?

Date B00219

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Reporting period information

1. Provide the start and end dates of this business's reporting period for the current month. If submitting an adjustment for a previous reporting period, provide the start and end dates for the reporting period being revised.

Start date: B00205 YYYY MM DD
[][][][] [][][] [][][]

End date: B00206 YYYY MM DD
[][][][] [][][] [][][]

2. What is (are) the reason(s) the reporting period does not cover at least 28 days?
Select all that apply.

B00301_r1

Seasonal operations

B00301_r2

New business

B00301_r3

Change of ownership

B00301_r4

Temporarily inactive

B00301_r5

Change of accounting method

B00301_r6

Ceased operations

B00301_r7

Other reason the reporting period does not cover at least 28 days — specify other reason

B00301_r8

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Tobacco products

1. For the reported month, what commodities did your plant **produce, ship** and/or **hold in inventory**?

Mark all that apply.

B05199_p1

- Cigarettes → **Go to question 2**
Include cigarettes containing tobacco, regular, king size, filter, plain.

B05199_p2

- Cigars → **Go to question 3**
Include cigars, cigarillos, cheroots and similar products.

B05199_p3

- Manufactured tobacco — fine cut → **Go to question 4**
Include fine cut smoking tobacco intended for manufactured cigarettes.

B05199_p4

- Manufactured tobacco — pipe tobacco → **Go to question 5**
Include pipe smoking tobacco.

B05199_p5

- Non-manufactured tobacco — leaf → **Go to question 6**
Include non-manufactured leaf tobacco packaged for retail sale.

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Cigarettes

2. For the reported month, please provide the quantity of **cigarettes** for the following:

Include cigarettes containing tobacco, regular, king size, filter, plain.
Report in thousands of cigarettes.

Quantity in thousands

a. Opening inventory

Include inventory held in Canada only, on the first day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

Note: opening inventory for the month under review should be equal to the closing inventory of the previous month.

E44102_p1
 ,000

b. Total production

Include all Canadian production for sales in Canada or for export to any destination within or outside North America.

E45175_p1
 ,000

Sales

c. In Canada

Include sales in Canada of goods invoiced to wholesalers, retailers and institutions, less returned goods credited to same. Samples are also to be included.

E65372_sr1_p1
 ,000

d. In Canada — duty-free

Include sales in Canada to ship, air, border and international airports stores, as well as foreign embassies in Canada.

E65372_sr2_p1
 ,000

e. Export bulk shipments

Include cross border shipments, shipments to diplomats outside Canada, transfers to inventories held outside Canada in the month the transfer took place.

Exclude sales from inventories held outside Canada.

E65372_sr3_p1
 ,000

Total sales (c. + d. + e.)

E65372_sr4_p1
 ,000

f. Adjustments (+/-)

Include all non-sale transactions, such as goods damaged, destroyed, stolen and reworked as well as stock adjustments.

E90092_p1
 ,000

Closing inventory (a + b - (c. + d. + e.) + f.)

Include inventory held in Canada only, on the last day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

E44103_p1
 ,000

INFORMATION COPY TO REPORT
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Cigars

3. For the reported month, please provide the quantity of **cigars** for the following:

Include cigars, cigarillos, cheroots and similar products.
Report in thousands of cigars.

Quantity in thousands

a. Opening inventory
Include inventory held in Canada only, on the first day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.
Note: opening inventory for the month under review should be equal to the closing inventory of the previous month.

E44102_p2 ,000

b. Total production
Include all Canadian production for sales in Canada or for export to any destination within or outside North America.

E45175_p2 ,000

Sales

c. In Canada
Include sales in Canada of goods invoiced to wholesalers, retailers and institutions, less returned goods credited to same. Samples are also to be included.

E65372_sr1_p2 ,000

d. In Canada — duty-free
Include sales in Canada to ship, air, border and international airports, stores, as well as foreign embassies in Canada.

E65372_sr2_p2 ,000

e. Export bulk shipments
Include cross border shipments, shipments to diplomats outside Canada, transfers to inventories held outside Canada in the month the transfer took place.
Exclude sales from inventories held outside Canada.

E65372_sr3_p2 ,000

Total sales (c. + d. + e.)

E65372_sr4_p2 ,000

f. Adjustments (+/-)
Include all non-sale transactions, such as goods damaged, destroyed, stolen and reworked as well as stock adjustments.

E90092_p2 ,000

Closing inventory (a + b - (c. + d. + e.) + f.)
Include inventory held in Canada only, on the last day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

E44103_p2 ,000

INFORMATION COPY TO REPORT
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Manufactured tobacco — fine cut

4. For the reported month, please provide the quantity of **manufactured fine cut tobacco** for the following:

Include fine cut smoking tobacco intended for cigarettes.
Report in kilograms.

Quantity in kilograms

a. Opening inventory

Include inventory held in Canada only, on the first day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

Note: opening inventory for the month under review should be equal to the closing inventory of the previous month.

E44102_p3

b. Total production

Include all Canadian production for sales in Canada or for export to any destination within or outside North America.

E45175_p3

Sales

c. In Canada

Include sales in Canada of goods invoiced to wholesalers, retailers and institutions, less returned goods credited to same. Samples are also to be included.

E65372_sr1_p3

d. In Canada — duty-free

Include sales in Canada to ship, air, border and international airports stores, as well as foreign embassies in Canada.

E65372_sr2_p3

e. Export bulk shipments

Include cross border shipments, shipments to diplomats outside Canada, transfers to inventories held outside Canada in the month the transfer took place.

Exclude sales from inventories held outside Canada.

E65372_sr3_p3

Total sales (c. + d. + e.)

E65372_sr4_p3

f. Adjustments (+/-)

Include all non-sale transactions, such as goods damaged, destroyed, stolen and reworked as well as stock adjustments.

E90092_p3

Closing inventory (a + b - (c. + d. + e.) + f.)

Include inventory held in Canada only, on the last day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

E44103_p3

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Manufactured tobacco — pipe tobacco

5. For the reported month, please provide the quantity of **manufactured pipe tobacco** for the following:

Include pipe smoking tobacco.

Report in kilograms.

Quantity in kilograms

a. Opening inventory

Include inventory held in Canada only, on the first day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

Note: opening inventory for the month under review should be equal to the closing inventory of the previous month.

E44102_p4

b. Total production

Include all Canadian production for sales in Canada or for export to any destination within or outside North America.

E45175_p4

Sales

c. In Canada

Include sales in Canada of goods invoiced to wholesalers, retailers and institutions, less returned goods credited to same. Samples are also to be included.

E65372_sr1_p4

d. In Canada — duty-free

Include sales in Canada to ship, air, border and international airports stores, as well as foreign embassies in Canada.

E65372_sr2_p4

e. Export bulk shipments

Include cross border shipments, shipments to diplomats outside Canada, transfers to inventories held outside Canada in the month the transfer took place.

Exclude sales from inventories held outside Canada.

E65372_sr3_p4

Total sales (c. + d. + e.)

E65372_sr4_p4

f. Adjustments (+/-)

Include all non-sale transactions, such as goods damaged, destroyed, stolen and reworked as well as stock adjustments.

E90092_p4

Closing inventory (a + b - (c. + d. + e.) + f.)

Include inventory held in Canada only, on the last day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

E44103_p4

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Non-manufactured tobacco — leaf

6. For the reported month, please provide the quantity of **non-manufactured leaf tobacco** for the following:

Include unmanufactured leaf tobacco packaged for retail sale.
Report in kilograms.

Quantity in kilograms

a. Opening inventory

Include inventory held in Canada only, on the first day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

Note: opening inventory for the month under review should be equal to the closing inventory of the previous month.

E44102_p5

b. Total production

Include all Canadian production for sales in Canada or for export to any destination within or outside North America.

E45175_p5

Sales

c. In Canada

Include sales in Canada of goods invoiced to wholesalers, retailers and institutions, less returned goods credited to same. Samples are also to be included.

E65372_sr1_p5

d. In Canada — duty-free

Include sales in Canada to ship, air, border and international airports stores, as well as foreign embassies in Canada.

E65372_sr2_p5

e. Export bulk shipments

Include cross border shipments, shipments to diplomats outside Canada, transfers to inventories held outside Canada in the month the transfer took place.

Exclude sales from inventories held outside Canada.

E65372_sr3_p5

Total sales (c. + d. + e.)

E65372_sr4_p5

f. Adjustments (+/-)

Include all non-sale transactions, such as goods damaged, destroyed, stolen and reworked as well as stock adjustments.

E90092_p5

Closing inventory (a + b - (c. + d. + e.) + f.)

Include inventory held in Canada only, on the last day of the reporting period. Any inventories held outside Canada should be recorded as export in the month when transfer into inventory took place.

E44103_p5

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Changes and events

7. Indicate any changes or events that affected the reported values for this business or organization compared with the last reporting period.

Mark all that apply.

B00302_t1

Strike or lock-out

↳ How many days during the reference month was your plant open?

B00324_t1

B00302_t2

Exchange rate impact

B00302_t3

Price changes in goods or services sold

B00302_t4

Contracting out

B00302_t5

Organizational change

B00302_t6

Price changes in labour or raw materials

B00302_t7

Natural disaster

↳ How many days during the reference month was your plant open?

B00324_t7

B00302_t8

Recession

B00302_t9

Change in product line

B00302_t10

Sold business or business units

B00302_t11

Expansion

B00302_t12

New or lost contract

B00302_t14

Acquisition of business or business units

B00302_t16

Vacation or maintenance periods

↳ How many days during the reference month was your plant open?

B00324_t18

B00302_t19

Equipment failure

↳ How many days during the reference month was your plant open?

B00324_t19

B00302_t20

Seasonal operations

↳ How many days during the reference month was your plant open?

B00324_t20

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B00302_t22

Increased or decreased market demand

B00302_t15

Other change or event — specify:

B00302_t16

OR

B00302_t17

No change or event

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Contact person

8. Statistics Canada may need to contact the person who completed this questionnaire for further information.

If the contact person is the same as on cover page, please check → **Go to "Feedback"**

Otherwise, who is the **best person to contact** about this questionnaire?

First name

Last name

Title

Email address (Example: user@example.gov.ca)

Telephone number (including area code)
Example: 123-123-1234

Extension number
(if applicable)

Fax number (including area code)
Example: 123-123-1234

Feedback

9. How long did it take to complete this questionnaire?

Include the time spent gathering the necessary information

Hours

Minutes

10. We invite your comments about this questionnaire.

B00002

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General information

Confidentiality

Your answers are confidential.

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Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and the Yukon. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey and to reduce the reporting burden, Statistics Canada may combine the acquired data with information from other surveys or from administrative sources.

Thank you for completing this questionnaire.

Please retain a copy for your records.

Visit our website, www.statcan.gc.ca

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