Integrated Business Statistics Program (IBSP)

# 2014 Annual Survey of Service Industries: Commercial and Industrial Machinery and Equipment Rental and Leasing

#### **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 : 1-800-972-9692.

Please verify the information for this business's contact person and correct where needed.

Operating name  First name  Last name  Title  Address (number and street)  City  Province, territory or state  Postal code or zip code	Onerating name	
Last name  Fitle  Address (number and street)  City	Operating name	
Address (number and street)	irst name	
Address (number and street)	Last name	
City	Title	
	Address (number and street)	
Province, territory or state Postal code or zip code	City	
	Province, territory or state	Postal code or zip code

Business and contact information		
Email address	Telephone number (including area code)	Extension number
Preferred language of communication	Fax number (including area code)	
English French	NOT REVENUE OF THE PROPERTY OF	

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

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

#### 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's online surveys.

# Confidentiality

The Statistics Act protects the confidentiality of information collected by Statistics Canada.

## **Data-sharing agreements**

To reduce respondent burden, Statistics Canada has entered into datasharing 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 within 21 days.

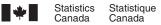
Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

If you are unable to complete within 21 days OR if you need help, call us at 1-800-972-9692.

Statistics Canada
Operations and Integration Division
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Visit our website, www.statcan.gc.ca

5-3600-4.1: 2015-02-20





DU	isiness status
1.	Is this business currently in operation?  Yes ▶ Go to next Section  No, seasonal operations ▶ Go to question 2  No, ceased all operations ▶ Go to question 4  No, sold all operations ▶ Go to question 6  No, amalgamated with (an) other business(es) ▶ Go to question 8  No, temporarily inactive but will re-open ▶ Go to question 11  No, no longer operating due to other reason(s) ▶ Go to question 14
2.	When did this business close for the season?
۷.	Virien did this business close for the season?  YYYYY MM DD  Date
3.	When does this business expect to resume operations?
0.	YYYY MM DD
	Date Go to next Section
	Date Control Control
4.	When did this business cease all operations?
٦.	YYYY MM DB
	B00211
	When did this business cease all operations?  Date  Why did this business cease all apparations?
5.	Why did this business cease all operations?
0.	B00311
	Bankruptcy
	Liquidation
	Dissolution
	Other reason — please specify:  Contact Section  Other reason — please specify:
	B00312 Please specify.
	J
0	When we this having a cold?
6.	When was this business sold?  YYYY MM DD
	B00212
	Date

7.	What is the legal name of the buyer?	N. Co to want Spation
8.	When did this business amalgamate?  YYYY MM DD  Date	► Go to next Section
9.	What is the legal name of the resulting or continuing business?  B00407	
10.	What is (are) the legal name(s) of the other amalgamated business(es)?	
11.	When did this business become temporarily inactive?  YYYYY MM DD  Date	► Go to next Section
	When did this business become temporarily inactive?    YYYYY	
	B00313	► Go to next Section
14.	When did this business cease operations?  YYYYY MM DD  Date	
15.	Why did this business cease operations?	
		► Go to next Section

# **Reporting instructions**

- 1. Please print in ink.
- 2. Report all dollar amounts in thousands of Canadian dollars.
- 3. Do not include sales tax.
- 4. Percentages should be rounded to whole numbers.
- 5. Consult the reporting guide at **www.statcan.gc.ca/guides-e** for further information.
- 6. When precise figures are not available, please provide your best estimates.

Bu	sin	ess activity
1.		tistics Canada uses the <b>North American Industrial Classification System</b> to classify the activities of each business. ording to our records, this business's <b>main activity</b> is classified as:
	Is th	nis the <b>main activity</b> of this business?
		Yes, this is the main activity of this business. ▶ Go to question 1c
		No, this is <b>not the main activity</b> of this business. ▶ <b>Go to question 1a</b> ▶
	a.	Was this business's main activity, which typically generates the most revenue, <b>ever</b> classified as described above?
		Yes ► When did the main business activity change? Date:
		No ▶ Go to question 1b
	b.	Please provide a <b>brief</b> but <b>precise description</b> of this business's <b>main activity</b> (e.g., "breakfast cereal manufacturing" <b>or</b> "shoe store" <b>or</b> "software development").
		B05003
	C.	Approximately what <b>percentage of this business's revenue</b> is generated by this <b>main activity</b> ?  Estimates are acceptable.
		Are there any other activities that <b>contribute significantly</b> (at least 10%) to this <b>business's revenue</b> ?
		Yes ▶ Go to question 1d
		No ▶ Go to next page
	d.	Please provide a <b>brief</b> but <b>precise description</b> of this business's <b>secondary activity</b> (e.g., "breakfast cereal manufacturing" <b>or</b> "shoe store" <b>or</b> "software development").
	e.	Approximately what <b>percentage of this business's revenue</b> is generated by this <b>secondary activity?</b> Estimates are acceptable. %

Re	porting period information	
1.	For this survey, please report information for this business's mo <b>Note:</b> For this survey, the <b>End date</b> should fall between April 1,	
	YYYY MM DD	YYYY MM DD
	Start date End da	ate B00206
2.	If the reporting period <b>does not cover a full year</b> , please check (mark all that apply):	the reason(s) below
	B00301_r1	B00301_r5
	seasonal operations	ceased operations
	B00301_r2	B00301_r6
	new business	temporarily inactive
	B00301_r3	B00301_r7
	change of ownership	other reason — please specify:
		B00301_r8
	change of fiscal year	
3.	Please indicate below, any changes or events that may have aff last reporting period (mark all that apply):	fected the reported values for this business compared to the
	B00302_t1	800902-410
	strike or lockout	sold business units
	B00302_12	B00302_tt1
	exchange rate impact	expansion
	800302_13	B00302_t12
	exchange rate impact  B00302_t3  price changes in goods or services sold  B00302_t4  contracting out  B00302_t5  organisational change	new/lost contract
	800302_14	800302_t13
	contracting out	plant closures
	800302_15	B00302_t14
	organisational change	acquisition of business units
	800302_t6	B00302_t15
	price changes in labour or raw materials	other change or event — please specify:
	800302_t7	B00302_116
	natural disaster	
	800302_t8	B00302_t17
	recession	no change or event
	800302_19	
	change in product line	

# Revenue Notes: • A detailed breakdown may be requested in other sections. · These questions are asked of many different industries. Some questions may not apply to this business. Refer to the reporting guide for detailed instructions. Please report all amounts in thousands of Canadian dollars. What was this business's revenue from each of the following sources? **CAN\$ '000** F43008 Sales of goods and services Include: sales, commissions, rental and leasing revenue F45801 Rental and leasing (report only if this is a secondary source of revenue; F45701 (report only if this is a secondary source of revenue; F47101 INFORMATION COPY DO NOT USE TO REPOR F47201 Royalties, rights, licensing and franchise fees ..... E51101 F51201 7. Interest ..... Other revenue - please specify: Include: intracompany transfers F51301 \$ F40000 **Total revenue**

# **Expenses Notes:** • A detailed breakdown may be requested in other sections. These questions are asked of many different industries. Some questions may not apply to this business. Refer to the reporting guide for detailed instructions. Please report all amounts in thousands of Canadian dollars. What were this business's expenses for the following items? **CAN\$ '000** Cost of goods sold F61206 opening inventories ...... purchases b. Include: raw materials, goods purchased for resale and non-returnable containers Exclude: change in inventories ...... F61406 **CAN\$ '000** F61101 cost of goods sold (opening inventories **plus** purchases **minus** closing inventories) Employment costs and expenses Include: all employees who were issued a T4 Exclude: commissions paid to non-employees, report in question 3 F61501 salaries, wages and commissions F61502 employee benefits (please refer to the reporting guide for the list of inclusions and exclusions) . . . F62503 Include: commissions paid to non-employee Exclude: research and development F62504 Research and development fees Exclude: in-house research and development F62601 5. Professional and business fees F61801 6. Utilities (e.g., electricity, water and gas) ...... F62505 Office and computer related expenses (e.g., office supplies, postage and computer upgrades) F61802 Telephone, Internet and other telecommunication ..... F61901 Business taxes, licenses and permits F62001 10. Royalties, franchise fees and memberships Exclude: Crown royalties ...... F62506 11. Crown charges (for logging, mining and energy industries only)

			<b>CAN\$ '000</b> F62101	
12.	Rental and leasing	Φ	F02101	
	Include: land, building, equipment and vehicles	\$	F62201	,000
13.	Repair and maintenance	Φ	102201	000
	Include: buildings, equipment and vehicles	\$	F61601	,000
		Φ	F61601	000
14.	Amortization and depreciation	\$	F62301	,000
		Φ	F02301	
15.	Insurance	\$	F62507	,000
4.0		Φ	102307	000
16.	Advertising, marketing, promotion, meals and entertainment	\$	F62508	,000
		Φ	102300	000
17.	Travel, meetings and conventions	\$	F62401	,000
18.	Financial services	Φ	102401	000
	(e.g., bank charges and transaction fees)	\$	F69101	,000
40	$CO_{\lambda}$ $C_{\lambda}$	\$		000
19.	Interest expense	Φ	F62509	,000
20.	Other non-production-related costs and expenses	\$		,000
21.	Include: bad debt, loan losses, donations, political contributions and inventory write-down  All other cost and expenses — please specify: Include: intracompany expenses  F62512  Total expenses	Ψ		,000
	Include: intracompany expenses		F00544	
	F62512	4	F62511	
		\$	F60000	,000
22.		\$		000
	(sum of lines 1 to 21)	Ф		,000

# Industry characteristics Sales

What were this business's sales for each of the following goods and services? Please report all amounts in **thousands of Canadian dollars**.

Report your gross revenue from the rental and/or operating lease of the following commercial and industrial machinery and equipment (without operator).

Include: payments for lease contracts in which the lessor is responsible for maintenance.

	lude: payments for lease contracts in which the lessor is responsible for maintenance.			
1.	Revenue from rental and/or operating lease agreements for office machinery, furniture and equipment		<b>CAN\$ '000</b>	
	a. computers and peripherals	\$		,000
	b. other office machinery and equipment		F45816	
	(e.g., office furniture)	\$		,000
2.	Revenue from rental and/or operating lease agreements for machinery and equipment for transportation		F45817	
	(e.g., air, rail and water transportation)	\$		,000
3.	Revenue from rental and/or operating lease agreements for heavy machinery and equipment		F45818	
4.	(e.g., for agriculture, construction, forestry, mining, oil and gas extractions, etc.)	\$		,000
٦.	for other commercial and industrial equipment  (e.g., materials handling, manufacturing, machine tools, power generation, intermodal containers,		F45819	
	medical equipment, audio-visual and theatrical equipment, vending machines, etc.)	\$		,000
5.	Revenue from capital (financial) leases Include: payments for lease contracts in which the lessee is		F45821	
	responsible for maintenance of the vehicle, interest and principle	\$		,000
6.	Labour charged to customers for repair and maintenance services	Φ.	F45904	
	Exclude: parts and materials charged to customers; (report at question 7)	\$		,000
7.	Sales of merchandise and other items	Φ	F43179	000
	Include: materials and parts charged to customers, food and beverages, other non-rental items	\$		,000
0		\$	F70001	000
8.	a. net gains or losses from disposal of previously rented and/or leased equipment	Ψ		,000
	b. gross proceeds from disposal of previously rented and/or leased equipment			
0	Commissions revenue		F45704	
9.	Include: commissions earned from the sale of insurance, etc.	\$		,000
10.	Other sales – please specify: Include: revenue from rental of real estate and miscellaneous service revenue			
	F43175		F43005	
		\$	F43000	,000
11.	Total sales of goods and services (sum of questions 1 to 10; do not include question 8b)	\$		,000
	Quant or quoditions 1 to 10, <b>ao not molado</b> quostion obj			

Sa	les	by type of client	
Wha	at w	as this business's breakdown of sales by the following types of client?	
1.	Cli	ents in Canada	Percentage
	a.	individuals and households	F43008_c1
	b.	businesses	F43008_c2
	c.	governments, not-for-profit organizations and public institutions (e.g., hospitals and schools)	F43008_c3
2.	Cli	ents outside of Canada	F43008_c4
			100%

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Sa	les by consumer location		
	ase provide the percentage breakdown of this business's sales by <b>consumer location</b> consumer location is where the goods or services will ultimately be used).		
Acc	<ul> <li>shipping destination</li> <li>client's billing address</li> <li>location of this business's retail customers</li> <li>location of this business's warehouses/distribution centres.</li> </ul>		
		Percentage	
		F43008_g1	
1.	Newfoundland and Labrador		%
		F43008_g2	
2.	Prince Edward Island	F43008_g3	%
3.	Nova Scotia		%
4	Now Proposials	F43008_g4	%
4.	New Brunswick	F43008_g5	70
5.	Quebec		%
	"CO, "DOK	F43008_g6	0/
6.	Ontario	F43008_g7	%
7.	Quebec Ontario Manitoba Saskatchewan Alberta		%
0	Saskatchewan	F43008_g8	%
8.	Saskatchewan	F43008_g9	70
9.	Alberta		%
		F43008_g10	0/
10.	British Columbia	F43008_g11	%
11.	Yukon		%
		F43008_g12	0/
12.	Northwest Territories	F43008_g13	%
13.	Nunavut		%
		F43008_g14	0/
14.	United States	F43008_g15	%
15.	All other countries		%
		100%	

Ш	ern	ational transactions						
Re	even	ue received from exports		Pı	urch	ases from outside Canad	da (imports)	
1.	Can	this business receive revenue from <b>cli</b> ada for the sale of products, services ts, licensing or franchise fees?		5.	Cai	this business make payments to nada for the purchase of products, licensing or franchise fees?		
	B05011	_b		B050	12_b			
		Yes → Complete questions 2, 3 an	d 4.		Yes	S → Complete questions 6, 7 a	and 8.	
		No <b>⇒ Go to question 5</b> .			No	➡ Go to next section.		
		CA	N\$ '000				CAN\$ '000	
2.		at was the revenue F43217		6.		at word the payments	F61314	
		side Canada? \$	,000			de to suppliers side Canada?		,000
3.	rece	at was the percentage breakdown of relived from <b>clients outside Canada</b> by rices and royalties?		7.	ma	at was the percentage breakdow de to <b>suppliers outside Canad</b> a d royalties?		
			Percentage				Percenta	age
	a.	goods	F43218		a.	goods	F61315	%
	<b></b>	g	F43219				F61316	
	b.	services	%		R	services		%
			F47202			100°	F61317	
	C.	royalties, rights, licensing and franchise fees		2/2	C.	royalties, rights, licensing and franchise fees		%
			F43590				F61330	
	Tota	al	RIII %	*	Tot	al	📖	%
4.		at was the percentage breakdown of ronclients outside Canada by country?		8.	Wh ma	at was the percentage breakdov de to <b>suppliers outside Canad</b> a	wn of payments a by country?	;
			Percentage				Percenta	age
			F43221_g1				F61318_g1	
	a.	United States	%		a.	United States		%
			F43221_g2				F61318_g2	
	b.	Mexico	%		b.	Mexico		%
	C.	other countries — please specify by listing top 4 contributors:			C.	other countries — please spec by listing top 4 contributors:	ify	
		B50002_1	F43222_1			B50003_1	F61319_1	
			%					%
		B50002_2	F43222_2			B50003_2	F61319_2	
			%					%
		B50002_3	F43222_3			B50003_3	F61319_3	
			%					%
								/0
		B50002_4	F43222_4			B50003_4	F61319_4	
			%					%

Contact person
Name of person to contact about this questionnaire:
First name
Last name
Title
Email address
Telephone number  Extension number  Fax number  hours minutes
How long did you spend collecting the data and completing the questionnaire?
We invite your comments below. If necessary, please attach a separate sheet. Please be assured that we review all comments with the intent of improving the survey.
B00002

## **General information**

## Confidentiality

## Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which 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 information from this survey for statistical purposes.

# **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 minimize the reporting burden, Statistics Canada may combine it 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