

Business status

1. Is this business currently in operation?

B00309

- 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?

YYYY MM DD

B00217

Date

3. When does this business expect to resume operations?

YYYY MM DD

B00218

Date ► **Go to next Section**

4. When did this business cease all operations?

YYYY MM DD

B00211

Date

5. Why did this business cease all operations?

B00311

- Bankruptcy
- Liquidation
- Dissolution
- Other reason — please specify:

B00312

► **Go to next Section**

6. When was this business sold?

YYYY MM DD

B00212

Date

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7. What is the legal name of the buyer?

B00406

▶ Go to next Section

8. When did this business amalgamate?

Date B00213

YYYY				MM		DD	

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)?

B00408

▶ Go to next Section

11. When did this business become temporarily inactive?

Date B00214

YYYY				MM		DD	

12. When does this business expect to resume operations?

Date B00215

YYYY				MM		DD	

13. Why is this business temporarily inactive?

B00313

▶ Go to next Section

14. When did this business cease operations?

Date B00216

YYYY				MM		DD	

15. Why did this business cease operations?

B00314

▶ Go to next Section

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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.

Business activity

1. Statistics Canada uses the **North American Industrial Classification System** to classify the activities of each business. According to our records, this business's **main activity** is classified as:

Is this the **main activity** of this business?

B05002

- Yes, this is the **main activity** of this business. ► **Go to question 1c**
- No, this is **not the main activity** of this business. ► **Go to question 1a**

- a. Was this business's main activity, which typically generates the most revenue, **ever** classified as described above?

B05111

- Yes ► **When did the main business activity change?** ► **Date :**
- No ► **Go to question 1b**

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

- b. Please provide a **brief but precise description** of this business's **main activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05003

- c. Approximately what **percentage of this business's revenue** is generated by this **main activity**?

Estimates are acceptable.

<input type="text"/>	<input type="text"/>	<input type="text"/>	%
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Are there any other activities that **contribute significantly** (at least 10%) to this **business's revenue**?

B05024

- Yes ► **Go to question 1d**
- No ► **Go to next page**

- d. Please provide a **brief but precise description** of this business's **secondary activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05005

- e. Approximately what **percentage of this business's revenue** is generated by this **secondary activity**?

Estimates are acceptable.

<input type="text"/>	<input type="text"/>	<input type="text"/>	%
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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
1.	Sales of goods and services Include: sales, commissions, rental and leasing revenue if they are this business's primary revenue source	F43008 \$ <input type="text"/> ,000
2.	Rental and leasing (report only if this is a secondary source of revenue; if rental and leasing are your primary revenue source, report in question 1)	F45801 \$ <input type="text"/> ,000
3.	Commissions (report only if this is a secondary source of revenue; if commissions are your primary revenue source, report in question 1)	F45701 \$ <input type="text"/> ,000
4.	Subsidies Include: grants, donations, fundraising and sponsorships	F47101 \$ <input type="text"/> ,000
5.	Royalties, rights, licensing and franchise fees	F47201 \$ <input type="text"/> ,000
6.	Dividends	F51101 \$ <input type="text"/> ,000
7.	Interest	F51201 \$ <input type="text"/> ,000
8.	Other revenue — please specify: Include: intracompany transfers	
	F51302 <input type="text"/>	F51301 \$ <input type="text"/> ,000
9.	Total revenue (sum of questions 1 to 8)	F40000 \$ <input type="text"/> ,000

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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	
1. Cost of goods sold		F61206	
a. opening inventories	\$	<input type="text"/>	,000
b. purchases		F61306	
Include: raw materials, goods purchased for resale and non-returnable containers		<input type="text"/>	
Exclude: change in inventories	\$	<input type="text"/>	,000
c. closing inventories	\$	F61406	<input type="text"/> ,000
d. cost of goods sold (opening inventories plus purchases minus closing inventories)	\$	F61101	<input type="text"/> ,000
			CAN\$ '000
2. Employment costs and expenses		F61501	
Include: all employees who were issued a T4		<input type="text"/>	,000
Exclude: commissions paid to non-employees, report in question 3		F61502	
a. salaries, wages and commissions	\$	<input type="text"/>	,000
b. employee benefits (please refer to the reporting guide for the list of inclusions and exclusions)	\$	<input type="text"/>	,000
3. Subcontracts		F62503	
Include: commissions paid to non-employees		<input type="text"/>	,000
Exclude: research and development	\$		
4. Research and development fees		F62504	
Exclude: in-house research and development	\$	<input type="text"/>	,000
5. Professional and business fees (e.g., legal, accounting, consulting, scientific and property management fees)	\$	F62601	<input type="text"/> ,000
6. Utilities (e.g., electricity, water and gas)	\$	F61801	<input type="text"/> ,000
7. Office and computer related expenses (e.g., office supplies, postage and computer upgrades)	\$	F62505	<input type="text"/> ,000
8. Telephone, Internet and other telecommunication	\$	F61802	<input type="text"/> ,000
9. Business taxes, licenses and permits (e.g., beverage tax, business tax, license fees and property taxes)	\$	F61901	<input type="text"/> ,000
10. Royalties, franchise fees and memberships		F62001	
Exclude: Crown royalties	\$	<input type="text"/>	,000
11. Crown charges (for logging, mining and energy industries only)	\$	F62506	<input type="text"/> ,000

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CAN\$ '000

12. Rental and leasing Include: land, building, equipment and vehicles	F62101 \$ [] ,000
13. Repair and maintenance Include: buildings, equipment and vehicles	F62201 \$ [] ,000
14. Amortization and depreciation	F61601 \$ [] ,000
15. Insurance	F62301 \$ [] ,000
16. Advertising, marketing, promotion, meals and entertainment	F62507 \$ [] ,000
17. Travel, meetings and conventions	F62508 \$ [] ,000
18. Financial services (e.g., bank charges and transaction fees)	F62401 \$ [] ,000
19. Interest expense	F69101 \$ [] ,000
20. Other non-production-related costs and expenses Include: bad debt, loan losses, donations, political contributions and inventory write-down	F62509 \$ [] ,000
21. All other cost and expenses — please specify: Include: intracompany expenses F62512 []	F62511 \$ [] ,000
22. Total expenses (sum of lines 1 to 21)	F60000 \$ [] ,000

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Industry characteristics

Sales

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

CAN\$ '000

	F45124	\$,000
a. executive/retained search services				
	F45125	\$,000
b. permanent placement services Exclude: executive/retained search services				
	F45126	\$,000
c. contract staffing services (temporary assignment of contract employees — non T4 recipients)				
	F45127	\$,000
d. temporary staffing services (temporary assignment of staffing firm employees — T4 recipients)				
	F45128	\$,000
e. temporary staffing to permanent placement services (temporary assignment of staffing firm employees — T4 recipients — with the expectation of permanent work at the end of the trial period with the client).				
	F43203	\$,000
f. co-employment staffing and payrolling services (co-employment staffing is provided by a professional employer organization; payrolling is long term staffing such as labour leasing, staff leasing, employee leasing and extended employee staffing)				
	F43175	\$,000
g. other sales of goods and services — please specify: _____				
	F43005	\$,000
	F43000	\$,000
Total sales of goods and services (sum of questions a to g)				

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Labour costs

2. What were this business's labour costs for the following types of employees
and contractors?

CAN\$ '000

	F61505	\$,000
a. salaries, wages and benefits paid to internal employees — T4 recipients				
	F61506	\$,000
b. salaries, wages and benefits paid to employees temporarily assigned — T4 recipients				
	F61507	\$,000
c. amounts paid to contractors temporarily assigned — non T4 recipients				

Personnel

Number

	B20011	
3. During this reporting period, how many internal employees (T4 recipients) did this business have?		

Sales by type of client

What was this business's breakdown of sales by the following types of client?

1. Clients in Canada

Percentage

F43008_c1

%

a. individuals and households

F43008_c2

%

b. businesses

F43008_c3

%

c. governments, not-for-profit organizations and public institutions
(e.g., hospitals and schools)

F43008_c4

%

2. Clients outside of Canada

100%

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Sales by consumer location

Please provide the percentage breakdown of this business's sales by **consumer location** (the consumer location is where the goods or services will ultimately be used).

Acceptable substitutes:

- shipping destination
- client's billing address
- location of this business's retail customers
- location of this business's warehouses/distribution centres.

	Percentage
1. Newfoundland and Labrador	F43008_g1 <input type="text"/> <input type="text"/> <input type="text"/> %
2. Prince Edward Island	F43008_g2 <input type="text"/> <input type="text"/> <input type="text"/> %
3. Nova Scotia	F43008_g3 <input type="text"/> <input type="text"/> <input type="text"/> %
4. New Brunswick	F43008_g4 <input type="text"/> <input type="text"/> <input type="text"/> %
5. Quebec	F43008_g5 <input type="text"/> <input type="text"/> <input type="text"/> %
6. Ontario	F43008_g6 <input type="text"/> <input type="text"/> <input type="text"/> %
7. Manitoba	F43008_g7 <input type="text"/> <input type="text"/> <input type="text"/> %
8. Saskatchewan	F43008_g8 <input type="text"/> <input type="text"/> <input type="text"/> %
9. Alberta	F43008_g9 <input type="text"/> <input type="text"/> <input type="text"/> %
10. British Columbia	F43008_g10 <input type="text"/> <input type="text"/> <input type="text"/> %
11. Yukon	F43008_g11 <input type="text"/> <input type="text"/> <input type="text"/> %
12. Northwest Territories	F43008_g12 <input type="text"/> <input type="text"/> <input type="text"/> %
13. Nunavut	F43008_g13 <input type="text"/> <input type="text"/> <input type="text"/> %
14. United States	F43008_g14 <input type="text"/> <input type="text"/> <input type="text"/> %
15. All other countries	F43008_g15 <input type="text"/> <input type="text"/> <input type="text"/> %
100%	

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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

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