**Fiji’s Profiling Complex Statistical Units (SUs)**

**Session Paper Detailed**

Profiling is the analysis of the legal, operational and accounting structures of businesses in order to outline their activities and functions according to the statistical unit’s model. This analysis is then used to create a statistical structure for the collection of survey data. In Fiji profiling takes place through direct engagement with businesses, which can include personal visits, telephone calls, and a mail /emailed questionnaire. Therefore, combinations of administrative data are used to identify and characterise businesses in the register, the true complexity of certain businesses will often not be captured.

**Which unit concepts and which relations/links between different units are implemented in BR?**

Profiling ensure that the complex structure of these businesses is properly represented in the business register. This helps to prevent or reduce under coverage or double-counting those results from poorly-understood business structures. The units that benefit most from profiling are those that represent the larger businesses in the economy. This is because:

* they are generally more likely to have complex multi-establishment structures; and
* contribute large proportions of the output of their industry, and so there is a high concentration of statistical risk.

However, the single-unit enterprises, may not need to be profiled in cases where an administrative data source can satisfactorily and reliably capture the structure and activities of the business. In Fiji the profiling provides the best source of business structure information, as it is directly collected for statistical purposes (as opposed to administrative data, which is collected for other purposes and adapted for statistical purposes). Due to resource constraints and the absolute number of businesses, Fiji cannot profile every business frequently, and so profiling is limited to the larger and more complex businesses. The data collected for business profiling vary, depending on the information already held from administrative sources, and the scoping requirements of the survey areas. However, some common types of information that has been collected includes:

* a list of commonly-owned legal entities;
* a list of establishments the business operates;
* the primary (and any secondary) activity undertaken by each establishment;
* inks between enterprises and establishments within the business;
* some sizing measures for each establishment, such as employment headcount or turnover;
* contact details of the people who can provide the required data (e.g., the financial controller for financial data, and perhaps the operations manager for production data, and so on).

**What data sources provide information on the statistically relevant units?**

In Fiji Business Register (BR) is combined data from different administrative registers and other data sources and they are:

1. Fiji Register of Companies
2. Registrar of Hotels
3. Fiji Revenue and Custom Service(Tax Office)
4. Fiji National Provident Fund (FNPF)
5. City and Town Councils
6. District Offices and Commissioners
7. Telephone Business Councils and
8. Fiji Bureau of Statistics through annual and quarterly business survey
* **BR update Form** (refer Appendix 1) -changes in the business demography and other changes in the operation of the businesses are taken note of by the business surveys through business Register up-date form and the BR unit is advised of the changes.
* **Questionnaire on Business Operation** (refer Appendix 2) information on operation of the business’s sources through the Questionnaire on business Operation by the BR Unit especially for new business where information is lacking.

**What practical issues occur and how are they dealt with when gathering and processing information about these units?**

In Fiji a business should be profiled is largely determined by its tendency to change structure and activities. For example, in Fiji large corporations, which tend to acquire or divest establishments more often, might need to be profiled more frequently than organizations with a constant structure and only a single activity. The **maintenance and update of BR is a challenge** for Fiji Bureau of Statistics (FBoS), which it does effectively by combining the use of information from administrative sources, establishment surveys and the questionnaire on business operations. Administrative sources have the advantage of covering the entire formal business sector as opposed to the surveys which offer more complete information but targets a more restricted population. The questionnaire on company operations targets new business and are specifically undertaken to update their structural information in the Business Register. The **concepts, procedures and technology of the BR should be periodically reviewed**, particularly in response to:

* Change in user requirements
* Availability of new technology
* Availability of new administrative data sources
* Development of new concepts and standard at a corporate or international level.

**How do we explain the appropriate use of BR data for different statistical purpose?**

**Direct users** will be able to use the central business register to create their survey frames. In Fiji user of BR information are:

* Establishment Survey Unit
* Employment Survey Unit
* Hotel Statistics Unit/Tourism Statistics
* Balance of Payment Unit
* National Accounts Unit
* International Trade Unit

Establishment Survey Statistics identifying and characterizing establishments that produce goods and services by different industry. Employment statistics identifying and characterizing enterprises by number of employees by different industry. Tourism/Hotel statistics identifying and characterizing establishments that operate with the tourism industry. The business register can produce its own statistics on business demography, including counts of businesses by industry, and identification of new and ceased businesses.

**Indirect users**

National accounts the outputs of many statistical collections are used in the compilation of national accounts. Unusual movements or changes in national accounts can often be caused by changes in survey frames. National accounts staff will be able to query the business register to investigate major changes that might have contributed to these movements and be better able to explain unusual figures.

**APPENDIX 1 BUSINESS REGISTER QUESTIONAIRE**

**Modyl Plaza, Lot 1 Karsanji Street, Vatuwaqa, Suva**

**P O Box 2221 Telephone: [679] 3315822 Government Buildings Fax No. [679] 330 3656 *Suva*  E-mail:** **info@statsfiji.gov.fj** **Website: www. statsfiji.gov.fj**

 **2022 BR QUESTIONNAIRE**

This questionnaire collects business information of all registered business in Fiji. The information collected will be used to update business register system maintain by Fiji Bureau of Statistics. All information collected will be kept confidential in accordance with the Statistics Act.

**Business Details**

|  |  |
| --- | --- |
| Enumeration Area No |  |
| Registered Legal Name |  |
| Trading Name |  |
| If this business is a subsidiary of another company, please provide name of the Holding Company |  |
| Business Location  |  |
| Postal Address |  |
| Email Address |  |
| Business T.I.N |  |
| Landline Phone No |  |
| Mobile Phone No |  |

 **Type of legal Organization**

|  |
| --- |
| Please tick appropriate box |
| Sole Trader | 1 |  | Partnership | 2 |  |
| Private Limited Company | 3 |  | Public Limited Company | 4 |  |
| Co-operative | 5 |  | Government Owned Trading Entity | 6 |  |
| Statutory Boards | 7 |  | Central Government | 8 |  |
| Local Government | 9 |  | Joint Venture and Consortia | 10 |  |
| Non-profit Organization | 11 |  | Trusts and Estates | 12 |  |
| Consulates and Foreign Embassies | 13 |  | Branch of a Company Incorporated Overseas | 14 |  |

|  |  |
| --- | --- |
| Is this business owned by a Male/Female (**only applies to Sole Trader Business**)  |  |
| Main business activity carried out |  |
| Percentage of Overseas Ownership in the business  |  |
| Does the business Import/Export? (Tick)  | Export Import |
| 1. Number of Employee
 |  Male Female |
| Name of person to contact |  |
| Position |  |
| GPS Location | Longitude (x) |
| GPS Location | Latitude (y) |
| Fieldwork Officer |  |
| Date of Survey  |  |

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**

### Maria Musudroka [Ms]

### Chief Executive

**APPENDIX 2**

