



Fiji Bureau of Statistics

FIJI BUREAU OF STATISTICS BUSINESS REGISTER

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Fiji Business Register

FBOS' BR is a **CONFIDENTIAL** computerised register of each known establishment that is legally registered or licensed to operate in Fiji. It is maintained under the provisions of the Statistics Act (Cap 71). This Act protects the confidentiality of the information contained in the BR. The Act also stipulates the establishments to provide information on the operations of their businesses to the FBOS.



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Profiling Business Units

Fiji has less than 20,000 establishments and due to the smallness of the number, all business units in Fiji are profiled. The BR has an up-to-date profile of businesses: type of organization, accounting period, key people, activities, operating locations etc., to enable all surveys to proceed in a uniform way.

Profiling has helped build a working relationship between the BR and the businesses and has led to efficiency in data collection. For example, a central person at the head office of a large business is able to provide data for all their controlled establishments. This is more efficient, for both the business and the FBOS than approaching each controlled establishment directly.



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The BR exists primarily for the purpose of supplying survey frames for all business collections. It provides a means of:

Coordinating the coverage of business surveys, and achieving consistency in classifying statistical reporting units. It also serves as the main source of business demography. It keeps track of:

- business creations,
- closures, and
- structural changes brought about by mergers, take-overs, break-ups, split-offs and restructuring.



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The major user of the BR at FBOS is the Establishment Survey Unit responsible for surveying businesses engaged in the production of goods and services in order to provide quality data needed for the compilation of national account indicators. Another important user is the Employment Unit responsible for compiling statistics on employment and wages and salaries. The other users include Balance of Payments, Tourism and Migration and International Trade Units.



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Statistical unit of reporting

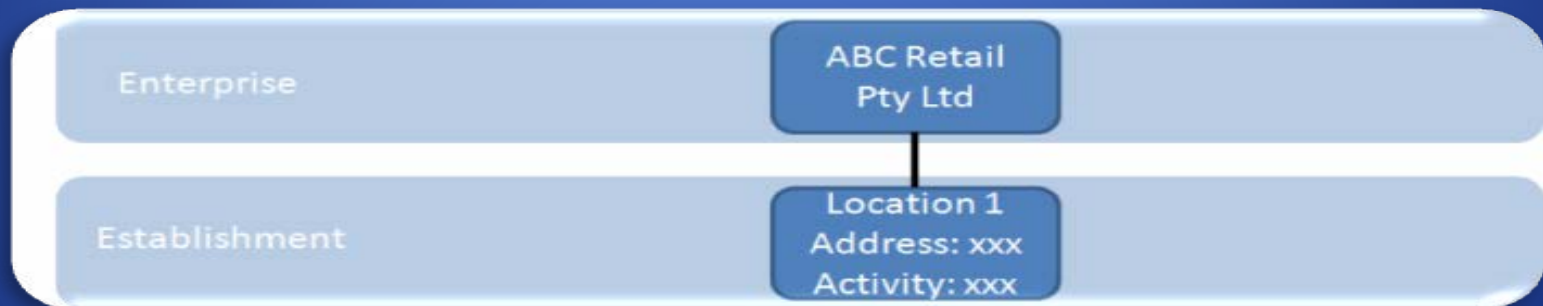
In FBOS' BR, an organisation is reported both, on an establishment and on an enterprise basis.

Establishments

Establishments satisfy the three criteria: single ownership, single economic activity and single physical location.

One-to-one relationship:

A single-unit enterprise owns or operates only one establishment.





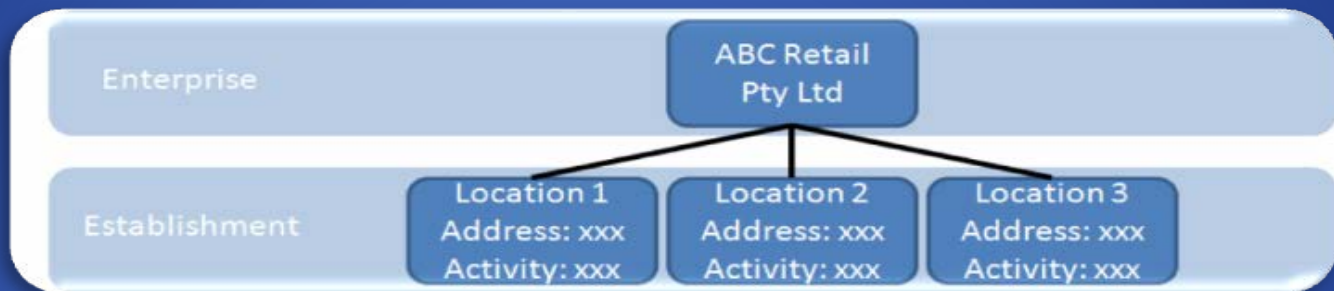
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Enterprise

Enterprises engage in different economic activities at different locations and may consist of one or more establishments.

One-to-many relationship

A multi unit enterprise owns or operates more than one establishment.



The use of these standardized statistical units in the BR guarantees time-consistency in surveys, avoids duplications and omissions in data collection and improves the final quality of results by allowing greater coordination between surveys.



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Classification by Types of Legal Organisations

A business in the BR is classified according to the type of legal organization .

Industry Classification

Industry classification of an establishment is done on the basis of the economic activity the establishment is engaged in. The principal activity of the business determines the activity classification of that business. For example, a business may be engaged in tailoring and retailing of textile. If the bookkeeping practice of the business does not allow the activities of the business to be separately recorded then the business should be classified according to the principal activity i.e. according to the activity that contributes most to the value added of the business.

The Fiji Standard Industrial Classification (FSIC) 2010 is the reference classification that provides the economic activity codes.



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Data sources for populating and updating the Business Register

FBOS places a lot of importance on the quality of its BR since it impacts on the quality of statistical surveys used for compiling national accounts. The BR is based on combined data from different administrative registers and other data sources and they are –

- Registrar of Companies
- Registrar of Hotels
- Fiji Revenue and Customs Authority (FRCA)
- Fiji National Provident Fund (FNPF)
- District Offices and Commissioners
- Town and City Councils
- Co-operative Department
- Fiji Republic Gazette
- Fiji Hotel Association
- Fiji Investment
- Telephone (Yellow pages)/Business Directory



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Business Register Up-date Form

Changes in the business demography and other changes in the operation of the businesses are taken note of by the Business Units listed below in the course of the surveys they conduct and through a Business Register Up-date Form the BR Unit is advised of the changes.

Establishment Survey

Balance of Payments

International Trade

National Accounts

Employment

Hotel Statistics Section

Co-ordination, Research & Information



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Questionnaire on Business Operations

Information on the operation of the businesses is sourced through the Questionnaire on Business Operations by the BR Unit, especially for new businesses where information is lacking.



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Maintenance and update of the Business Register

Given the pace of change in the business world, managing the maintenance and update of the BR is a challenge for 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 businesses and are specifically undertaken to update their structural information in the BR.



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The work of the Business Register Unit

The overall updating and maintenance of the BR is the responsibility of the BR Unit and they do maintenance and updates daily. The Unit is responsible for:

When information about a newly registered business is received from the source e.g. FRCA, FNPF, the Business Register Unit –

- Ensures that the business has not already been logged into the BR from another source.
- Assigns the new BN and ESTN codes and enters whatever information is available on them in the BR System. *The BN and ESTN are allocated by the SBR ONLY to ensure codes assigned are mutually exclusive and allocated using the recommended procedure*

- Should there be insufficient information on the business from the source, the BR Unit tries to fill in those gaps by finding out more about the business using the following means -

1. Phoning the source of the data
2. Phoning the business
3. Visiting the business

Sending them the questionnaire on Business Operations



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When information about a business is received from the FBOS Business Units via the Business Register update form, the BR Unit–

Ensures that the form has been properly endorsed by the supervisors of the Officer recommending the action to be taken.

Updates information on the business in the BR e.g. changes addresses, economic activity codes, contact details.

Assigns code on the operating status of the businesses as follows:

Closed

Dormant

Alive

Keeping in touch with all the sources is important for the BR Unit

- . Get regular information from them on newly registered businesses
- . Verify information with respect to the operations of the existing businesses
- . Providing FBOS Survey Units the survey frames



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The Work of the FBOS Survey Units for Continuity

It is important for the FBOS survey staff to inform the BR Unit **immediately** of changes in the operations of businesses encountered during the survey process. For example, if when editing the questionnaire or collecting the questionnaire from the respondent, a change of address or activity is discovered by the Survey Officer, the Officer should lose no time in filling out a Business Register Update Form and submitting it to the appropriate authorities. Channel of Authority for the submission of the Business Register Update Form -



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Snapshots

FBOS takes quarterly Snapshots of the BR on the last working day of every quarter. This is the responsibility of the SBR. These snapshots are used for:

Survey frames

Snapshots are given to survey officers on the day the snapshots are taken or a few days later for them to be used as survey frames for the surveys to be conducted, be it a quarterly or an annual survey. How this works:

Quarterly surveys

Quarterly snapshots are used for the reference quarter

Annual surveys

Current year March quarter snapshots are used for the previous year's annual surveys that are dispatched on 30 June. Using current year's March quarter snapshots allows time for the BR Officers to complete all new insertions and update the BR for the survey reference period.

for annual surveys any update to the BR that occurs, between the March quarter snapshot and the dispatch date, is conveyed to the survey officer so that the officer is able to include the particular update in the annual survey. This is the responsibility of the SBR.



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