This document is confidential when completed. Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : 1-800-858-7921.

Please correct pre-printed information, if necessary, using the corresponding boxes below.


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.

## A - Introduction

## Survey purpose

This survey collects financial and operating data needed to produce statistics for your industry. Your information may also be used by Statistics Canada for other statistical and research purposes, in conformity with its mandate. Please consult the reporting guide at www.statcan.gc.ca/guides-e for more information on survey purpose.

## Security of emails and faxes

Statistics Canada advises of the risk of interception by a third party when transmitting information by email or fax. Once we receive your questionnaire, however, Statistics Canada provides a guaranteed level of protection, which covers all information collected under the authority of the Statistics Act.

## 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 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.

## Coverage

Please include information for all locations listed in Section FLabour, salaries and wages (including commissions, if applicable) by location.

## Please return the questionnaire within 30 days.

Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.
Lost the return envelope or need help? Call us at 1-800-858-7921 or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

## Reporting instructions

- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.
- Please print in ink.


## Main business activity

1. Please check the one main activity at this business unit which most accurately describes your principal source of operating revenue:
$01401 \square$manufacturing (including sawmills)
$2 \square$ printing
 logging

retail/ wholesale
$5 \square$services
 other

If your main business activity is not manufacturing, printing or logging, please call 1-800-858-7921 for further instructions.
2. If your business activity is printing, please indicate activity type:
$01481 \square$commercial screen printing
$2 \square$ quick printing
3 manifold business form
4 $\square$ digital
5other
$\qquad$
3. Briefly describe your main business activity/products:

0141

4. Is this a change from last year? 0142


## Reporting period information

5. Please report information for your 12-month fiscal period ending between April 1, 2012 and March 31, 2013. Please indicate below the period covered by this questionnaire.

6. Do the dates reported above represent a change in your fiscal year?
$0059 \quad 1$yes
$3 \square$ $\square$ n no
7. If you did not operate this business unit for a full year, please check the reason(s) below:
$0031 \quad 1 \square$ seasonal operations
2business
$3 \square$ $\square$ change of fiscal year
4
ceased operations
6temporarily inactive
8. Please indicate below any change that may have occurred in the organization of this business unit during the reported period:

| $0065 \quad 1 \quad$acquired new <br> business units | $2 \square$ disposed of $/$ | $3 \square$ other |
| :---: | :---: | :---: |
|  | sold business units |  |

## B - Income statement and production and cost report

- Statistics Canada attempts to display an income statement for profit centres and a production and cost report for cost centres for manufacturing industries. Please enter only the financial figures that apply to your financial reporting structure.
- When figures are not readily available, please provide your best estimates.
- If you have business units located outside Canada, do not report their applicable sales, costs and expenses.


## B1 - Sales

If you are a cost centre, please report value of goods produced in place of sales. Indicate here if the goods are valued at:

| 2393 | $1 \square$ final selling price | $2 \square$ transfer price |
| :---: | :---: | :---: |
|  | $\square$ or other basis of valuation | (please specify): |

9. Sales of goods (net of shipping charges, discounts, sales allowances, returned sales and excise taxes)
'000 CAN\$
a) sales of goods manufactured (a detailed product breakdown will be requested in Section D)
b) sales of logs and wood residue (for logging operations only - a detailed product breakdown will be requested in Section D)
c) sales of goods purchased for resale, as is

|  | 'OOO CAN\$ |
| :---: | :---: |
|  |  |
| 22901 |  |
| 2028 |  |
|  |  |

progress billing: if you reported an amount at line 9 a above, and if part of that
$\sqrt[2064]{\square}$
d) progress billing from:
i) Canadian sources
ii) other countries
'000 CAN\$
10. Revenue from repair work (service revenue from billing labour only as the materials and products are owned by clients, or owned by other business units of your company)
11. Revenue from manufacturing or logging service fees and/or custom work (service revenue from billing labour only as the materials and products are owned by clients, or owned by other business units of your company)
12. Revenue from stumpage sales (for logging operations only)
13. Revenue from other sales
14. Total sales (sum of lines $9 a, b, c$ and 10 to 13 only)

## B2 - Other revenue

| 2059 |  |
| :---: | :---: |
|  |  |
| 2053 |  |
|  |  |
| 2078 |  |
| 2000 |  |
| 2302 |  |


| B2 - Other revenue | '000 CAN\$ |  |
| :--- | :---: | :---: |
| 15. Revenue from rental and leasing | 2046 |  |
| 16. Revenue from royalties, franchise fees and licensing agreements | 2022 |  |
| 17. Investment revenue (dividends and interest) | 2097 |  |
| 18. Other revenue | 2077 |  |
| 19. Total other revenue (sum of lines 15 to 18) | 2303 |  |

## B3 - Cost of goods sold and expenses

- Report the costs/expenses as per your accounting system. Do not attempt to provide a split between the cost of goods sold and expenses if you have not accounted for it in your own books.
- If you are a cost centre, enter in the cost of goods sold column all the variable and fixed costs (actual, standard or average) that relate to the value of goods produced, reported in Section B1.


## Opening inventories

20. Raw materials and components (including non-returnable containers and other shipping and packaging materials)
21. Goods and work in process
22. Finished goods manufactured
23. Goods purchased for resale, as is
24. Other inventories
(please specify):
25. Total opening inventories (sum of lines 20 to 24 )

| 5520 | Cost of goods sold | Expenses |
| :---: | :---: | :---: |
|  | '000 CAN\$ |  |
|  |  |  |
| 5510 |  |  |
| 5500 |  |  |
| 5560 |  |  |
| 5557 |  |  |
| 5550 |  |  |

## Purchases and costs / expenses

26. Purchases of raw materials and components (a detailed product breakdown will be requested in Section E)
27. Purchases of non-returnable containers and other shipping and packaging materials
28. Purchases of goods for resale, as is
29. Employment costs and expenses
a) labour, salaries and wages (including commissions, if applicable)
b) benefits (see reporting guide for list of inclusions)
30. Employment agency and personnel supplier services
31. Sub-contracts (excluding research and development)
32. Research and development (excluding amounts reported at line 29)
33. Amortization and depreciation
34. Energy and water utility (a detailed breakdown will be requested in Section G)
35. Vehicle fuel expenses (e.g., gasoline, diesel fuel, propane, natural gas)
36. Transportation, shipping (contracted out), warehousing, storage, postage and courier
37. Rental and leasing (including motor vehicles)
38. Repair and maintenance (including motor vehicles)
39. Insurance (including motor vehicles)
40. Property and business taxes, licences and other permits
41. Royalties and franchise fees
42. Stumpage fees (for logging operations only)

## B3 - Cost of goods sold / expenses (continued)



## Closing inventories

53. Raw materials and components (including non-returnable containers and other shipping and packaging materials)
54. Goods and work in process
55. Finished goods manufactured
56. Goods purchased for resale, as is
57. Other inventories
(please specify):
58. Total closing inventories (sum of lines 53 to 57 )
59. Total cost of goods sold (amounts reported at line 25 plus line 52 minus line 58)
60. Total expenses (sum of lines 29 to 51 , right column only)

## B4 - Net profit / loss after tax and other items

Please put parentheses around amounts representing a loss or a debit.
61. Corporate income tax
62. Realized gains or losses on sales of assets and on foreign currency exchange
63. Unrealized losses on asset revaluations, extraordinary and exceptional items
64. Other items
(please specify):
65. Net profit/loss after tax and other items (should agree with the bottom line of your income statement)

| 'OOO CAN\$ |  |
| :--- | :--- |
|  | 4600 |
|  |  |
|  | 4601 |
|  | 4602 |
|  |  |

## C - First destination of sales

Data on your sales by first destination will be used to improve information on the movement of goods and services between provinces and territories and to other countries. Please provide the distribution of total sales reported at line 14, page 3, by destination. If dollar amounts ('000 CAN\$) are not available, please report in percentages.


1. Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Netherlands and United Kingdom.
2. Australia, Brunei Darussalam, China, Hong Kong, Indonesia, Japan, Malaysia, New Zealand, Papua New Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand and Vietnam

## D - Sales of goods manufactured

"Total sales of goods manufactured" (line 88) should agree with the amounts reported at lines 9a and 9b, page 3.

| Product description | Commodity <br> code | Unit of <br> measure | Quantity <br> sold | Value of sale <br> ('000 CAN\$) |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

## D - Sales of goods manufactured

"Total sales of goods manufactured" (line 88) should agree with the amounts reported at lines 9a and 9b, page 3.


## D - Sales of goods manufactured

"Total sales of goods manufactured" (line 88) should agree with the amounts reported at lines 9a and 9b, page 3.

| Product description | Commodity <br> code | Value of sale <br> ('000 CAN\$) |  |
| :--- | :--- | :--- | :--- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## D - Sales of goods manufactured

"Total sales of goods manufactured" (line 88) should agree with the amounts reported at lines 9a and 9b, page 3.


| D - Sales of goods manufactured |  |
| :---: | :---: |
| "Total sales of goods manufactured" (line 88) should agree with the amounts reported at lines 9a and 9b, page 3. |  |
| Product description | Value of sale ('000 CAN\$) |
| 85. All other products of own manufacture sold (please indicate all other products below): |  |
| a) 2050000 | 2550000 |
| b) 2050001 | 2550001 |
| C) 2050002 | 2550002 |
| d) 2050003 | 2550003 |
| 86. Total sales of goods manufactured | 25999 |
| 87. If the amount at line 86, above, includes shipping charges by common or contract carriers, discounts, sales allowances and returned sales, please report that amount here. | 2074 |
| 88. Total sales of goods manufactured (line 86 minus line 87 - this amount should agree with the amounts reported at lines 9 a and $9 b$, page 3 ) | $2299 t$ |

## E-Purchases of raw materials and components to be used in manufacturing process

"Total purchases of raw materials and components" (line 90) should agree with the amount reported at line 26, page 4.

| Description of raw materials and components | Commodity <br> code | Unit of <br> measure | Quantity <br> purchased | Cost of purchase <br> ('000 CAN\$) |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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"Total purchases of raw materials and components" (line 90) should agree with the amount reported at line 26, page 4.

| Description of raw materials and components | Commodity <br> code | Cost of purchase <br> ('000 CAN\$) |  |
| :--- | :--- | :--- | :--- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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## E - Purchases of raw materials and components to be used in manufacturing process

"Total purchases of raw materials and components" (line 90) should agree with the amount reported at line 26, page 4.

Description of raw materials and components $\quad$| Cost of purchase |
| :---: |
| ('000 CAN\$) |

89. All other raw materials and components purchased (please indicate all other raw materials and components below):

| a) 1050000 | 1550000 |
| :--- | :--- | :--- |
| b) 1050001 | 1550001 |
| c) 1050002 | 1550002 |
| d) 1050003 | 1550003 |
| 90. Total purchases of raw materials and components to be used in manufacturing process <br> (this amount should agree with the amount reported at line 26, page 4) |  |

## F - Labour, salaries and wages (including commissions, if applicable) by location

Please complete and correct, if necessary, the information for the locations pre-printed below. Also, if you have disposed of or acquired any additional locations, please indicate these changes in the space provided in this section. Should you require more space, please include a separate sheet.

Labour, salaries and wages (including commissions, if applicable) for the location(s) as reported at line 29a, page 4. Note: Do not include benefits as they are reported separately at line 29b, page 4.

| Direct labour <br> (manufacturing or logging) | Non-manufacturing/indirect <br> (administrative and <br> selling/operating) |
| :---: | :---: | :---: |


| Statistics | Location | during the reporting period |  |  |
| :--- | :---: | :---: | :---: | :---: |
|  |  |  |  |  |

Canada
use (street and number, municipality name,

| Average <br> number <br> employed | '000 CAN\$ | Average <br> number <br> employed |
| :---: | :---: | :---: |
| 6176 | 6177 | 6178 |



## F - Labour, salaries and wages (including commissions, if applicable) by location

Please complete and correct, if necessary, the information for the locations pre-printed below. Also, if you have disposed of or acquired any additional locations, please indicate these changes in the space provided in this section. Should you require more space, please include a separate sheet.

Labour, salaries and wages (including commissions, if applicable) for the location(s) as reported at line 29a, page 4. Note: Do not include benefits as they are reported separately at line 29b, page 4.

|  |  | Direct (manufacturin | logging) | Non-manufac (administ selling/o | ng/indirect <br> ve and ating) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Statistics Canada use | Location (street and number, municipality name, province or territory and postal code) | during the reporting period |  |  |  |
|  |  | '000 CAN\$ | Average number employed | '000 CAN\$ | Average number employed |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
| 91. Total - all locations (add amounts and numbers reported in this section). Dollar value reported here should be the same as amounts reported at line 29a, page 4. |  | $6175 t$ | 6176t | 6177t | 6178t |
|  |  |  |  |  |  |  |

## F - Labour, salaries and wages (including commissions, if applicable) by location

Please complete and correct, if necessary, the information for the locations pre-printed below. Also, if you have disposed of or acquired any additional locations, please indicate these changes in the space provided in this section. Should you require more space, please include a separate sheet.

Labour, salaries and wages (including commissions, if applicable) for the location(s) as reported at line 29a, page 4. Note: Do not include benefits as they are reported separately at line 29b, page 4.

|  |  | Direct labour (manufacturing or logging) |  | Non-manufacturing/indirect (administrative and selling/operating) |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Statistics <br> Canada use | Location <br> (street and number, municipality name, province or territory and postal code) | during the reporting period |  |  |  |
|  |  | '000 CAN\$ | Average number employed | '000 CAN\$ | Average number employed |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
|  |  | 6175 | 6176 | 6177 | 6178 |
| 91. Total - all locations (add amounts and numbers reported in this section). Dollar value reported here should be the same as amounts reported at line 29a, page 4. |  | 6175 t | 6176 t | 6177 t | $6178 t$ |
|  |  |  |  |  |  |  |

## G - Detailed information on energy and water costs or expenses

Please report by the following categories, the amounts for energy and water costs or expenses.


## H - Events that may have significantly affected your business unit during the reporting period

In order to reduce the possibility of further inquiries, please check the box(es) that best describe the reason(s) for significant changes in your operations from the previous reporting period.
106. ${ }^{9953} \square$ new contract or loss of contract
$9954 \square$ organizational change
$9955 \square$ plant expansion, contraction or closure
$9945 \square$ change in product line
${ }^{9956} \square$ change in bonus payments and/or severance pay
$9957 \square$ contracting out
$9961 \square$ reduced activity due to weather, natural disaster or fire

strike or lockout layoffs due to automation change in supplier(s) exchange rate impact change in taxes or tariffs price changes, labour or raw materials price changes, goods or services sold
107. Please elaborate on the above or provide any other explanations that may be essential in understanding your reported data:

9962
9963
9964

## I-Comments

108. How long did you spend collecting the data and completing this questionnaire?

109. 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.

9920
9913

9914

9915
9916

J - Contact information


[^0]
## 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 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.

For all manufacturing industries - (1) Environment Canada, (2) Natural Resources Canada, (3) the Prince Edward Island Bureau of Statistics, (4) the Northwest Territories Bureau of Statistics and (5) the Nunavut Bureau of Statistics.

For establishments in non-ferrous metal (and aluminum) smelting and refining, clay building material and refractory manufacturing, cement manufacturing and lime manufacturing - (1) the Newfoundland and Labrador Department of Natural Resources, (2) the New Brunswick Departments of Natural Resources and Energy, (3) the Quebec Ministry of Natural Resources and Wildlife, (4) the Ontario Ministry of Northern Development and Mines, (5) the Manitoba Department of Science, Technology, Energy and Mines and (6) the British Columbia Ministry of Energy, Mines and Petroleum Resources.

For establishments in logging, sawmills, shingle and shake mills, hardwood veneer and plywood mills, softwood veneer and plywood mills, wood preservation, particle board and fibreboard mills, waferboard mills, mechanical pulp mills, chemical pulp mills, paper (except newsprint) mills, newsprint mills and paperboard mills - the Ontario Ministry of Natural Resources.

## Authorized disclosure

Section 17 of the federal Statistics Act allows for the disclosure of a list of individual establishments, firms or businesses showing information including the establishments' names and locations (province, territory and municipality) and North American Classification System (NAICS) codes. The disclosure of these lists may be authorized in order to aid analysts in the interpretation of data from the Annual Survey of Manufactures and Logging.

## Record linkages

To enhance the data from this survey, 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 at www.statcan.gc.ca


[^0]:    I certify that the information contained herein is complete and correct to the best of my knowledge.

