



DEPARTMENT OF STATISTICS MALAYSIA

MONTHLY MANUFACTURING SURVEY 2024 GUIDE FOR COMPLETING THE QUESTIONNAIRE

A. INTRODUCTION

1. The Manufacturing sector is one of the most important sectors that contribute to the **Gross Domestic Product (GDP)** in Malaysia. It is also a major contributor to the employment of the country. The data collection and statistics for the Manufacturing sector is necessary in assisting the government for planning and formulating policies. Thus, the government, through the Economic Planning Unit of Prime Minister's Department, Ministry of International Trade and Industry, Ministry of Finance and Bank Negara Malaysia have to monitor closely the performance of this sector. The Department of Statistics Malaysia is a central government agency under the Prime Minister's Department entrusted with the responsibility to collect, interpret and disseminate latest and real time statistics in the monitoring of national economic performance and social development. Therefore, your response to the **MONTHLY MANUFACTURING SURVEY** is indispensable.
2. Information from the Monthly Manufacturing Survey are used by the Department of Statistics, Malaysia to release the latest data on: Index of Industrial Production, sales value, number of employees and salaries & wages in the Manufacturing sector on a monthly basis. These statistics are disseminated under two separate publications entitled "**Index of Industrial Production**" and "**Monthly Manufacturing Statistics**" through print, electronic and social media.
3. The above information is also accessible through the website of the Department of Statistics, Malaysia. Kindly surf our website at the following address "**www.dosm.gov.my**" under the heading of "**Latest Statistical Releases**" for a summary and softcopy of the above reports.
4. The responsibility for furnishing information for this return rests with the **owner** of this business and not with his agent, secretaries or accountants, though the latter may act on behalf of the owner.
5. This survey is conducted under the provisions of the **Statistics Act, 1965 (Revised-1989)**. This Act stipulates that the contents of the establishment/individual returns are **CONFIDENTIAL** and will not be divulged to any person or institution outside the Department. The information provided in this questionnaire will be published at an aggregate level. The Act provides the penalties for non-compliance.

B. GENERAL INSTRUCTIONS

1. Please complete a **copy** of the questionnaire in **each calendar month** and return to the respective Department of Statistics, Malaysia, in the respective state before the **10th** of the following month, e.g. **completed questionnaire for the reference month of January 2024 should be submitted to the Department before 10th February 2024**. The address of the State Offices is as indicated on the covering letter.
2. Please answer all questions and write 'Nil' or 'Not Applicable' when necessary. Whenever an exact figure was not available, please provide **reasonable estimates**.
3. All figures reported should relate to the manufacturing activities carried out in **each calendar month** of the year.
4. Definition of Manufacturing:
"The physical, mechanical or chemical transformation of inorganic or organic substance into new products whether the work is performed by power driven machines or by hand, whether it is done in the factory or in the worker's home, and whether the products are sold at wholesale or retail. The assembly of the component parts is included (unless the activity is more appropriately classified to construction). Establishments primarily engaged in repair of machinery are included and classified according to the type of products repaired".
5. Kindly please signed the form as a declaration to the completeness and accuracy of the data reported (except in cases whereby reports are submitted via e-mail or e-survey).

C. SUBMISSION OF QUESTIONNAIRE

You are given the option to submit the questionnaire either by online through e-survey system via the Department's website, e-mail, fax or mail.

1. **Online/E-Survey:** Registration in filling up questionnaire for the first time via website can be done through the link **<https://newss.statistics.gov.my/newss-portalx/ep/epLogin.seam>**. The username and password for accessing the online system will be sent to the registered e-mail. The guidelines to fill up the questionnaire will also be provided in the website.
2. **E-mail:** Completed questionnaire can also be submitted to the Department via e-mail. The questionnaire need not be signed. Nevertheless, please complete the details on the **Declaration**.
Note:
 - Softcopy of the questionnaire (in Excel format) will be forwarded to you upon request. Please e-mail your request to the e-mail address as given on the covering letter or on the first page of the questionnaire.
 - If you encounter any technical failure in the process of submitting the questionnaire through e-mail, please fax or mail it to us immediately.
3. **Fax:** Fax your monthly return using the fax numbers as given in the questionnaire or in the covering letter attached. You don't need to send the original copies. However, if for some reasons the fax copies are incomplete, not clear etc., you would be requested to send the original copies.

4. **Mail:** Send your completed questionnaire using the envelope provided bearing the address of the Department. No postage stamps are required.

Note:

- Please **make a file copy** of the completed questionnaire for each month for your reference or in case, if any queries arise.
5. Please quote the **statistical reference number** as given and also the **name** and **address** of your company in every correspondence with the Department.

D. INSTRUCTIONS RELATING TO THE QUESTIONNAIRE

1. Question 1: Location of factory

Please state the address of your factory in the space provided.

2. Question 2: Production and sales

Particulars on **production** and **sales** should be reported according to the **products** as listed in the questionnaire and in the **units of quantity** specified. However, if your products are not listed, please report the type of products manufactured, the sales value and its unit of quantity in the space provided.

Production during the month (quantity)

Report the quantity of **all products manufactured during the reference month** (irrespective of when the products are to be sold).

Includes:

- Quantity of products manufactured by your establishment for others for a fee.

Excludes:

- Quantity of your products manufactured by other establishments.

Sales during the month (ex-factory)

This refers to **sales quantity** and **sales value** (in RM) of related **products** during the **reference month** (irrespective of when the products are manufactured, either during the month or in the past months).

“**Sales**” occur when the **ownership** of a product **changes hands** from your establishment to the purchasers. The value to be reported should be at the ‘net selling value (ex-factory)’, that is less discounts given to the purchasers and returns from them for reasons such as goods are damaged or not in accordance to the specifications etc.

Includes:

- The sales value of manufactured products transferred to other concerns under the same ownership of your establishment. **Book value** may be reported if the sales value is not available.

Excludes:

- Delivery costs from factory if external transport services are used
- Excise duties
- Taxes paid on production or sales
- Installation, repairs and erection charges

Report the sales of goods produced from **own materials** or **purchased raw materials**.

Excludes:

- Goods purchased and sold without any processing in the factory (such value should be shown separately in **Question 3a**).

Services rendered: These refer to fees received for processing work done for others on their own materials.

Question 2(a): Value of Work Done and **Question 2(b): Complete Unit Delivered**
(Refer to industry 30110 - Building of ships and floating structures)

Question 2(a): Value of Work Done

Particulars on **value of work done** should be reported according to the **products manufactured/repared** as listed in the questionnaire. However, if your products are not listed, please report the type of products manufactured/repared and the value of work done in the space provided.

i. Work done during the month - new unit

Report the quantity of **new unit when task/products manufactured activities started during the reference month** (irrespective of when the products are to be sold).

Includes:

- Quantity of products manufactured by your establishment for others for a fee.

Excludes:

- Quantity of your products manufactured by other establishments.

ii. Work done during the month – number of repaired/upgraded

Report the quantity of **repaired/upgraded task during the reference month**.

Includes:

- Quantity of products repaired/upgraded by your establishment for others for a fee.

Excludes:

- Quantity of your products repaired/upgraded by other establishments.

iii. Value of work done during the month

This refers to the **value of work done** (in RM) of related **products** made and is not fully completed or repaired during the **reference month**.

Services rendered: These refer to fees received for processing work done for others on their own materials.

Question 2(b): Complete Unit Delivered

Particulars on **the complete unit delivered** should be reported according to the **products manufactured/repaired** as listed in the questionnaire. However, if your products are not listed, please report the type of products manufactured/repaired and the value of complete unit delivered in the space provided.

i. Complete unit delivered during the month - new unit

Report the quantity of **new complete units during the reference month** (irrespective of when the products are to be sold).

Includes:

- Quantity of products manufactured by your establishment for others for a fee.

Excludes:

- Quantity of your products manufactured by other establishments.

ii. Complete unit during the month - number of repaired/upgraded

Report the quantity of **complete units repaired/upgraded during the reference month**.

Includes:

- Quantity of products repaired/upgraded by your establishment for others for a fee.

Excludes:

- Quantity of your products repaired/upgraded by other establishments.

iii. Complete unit delivered during the month – value

This refers to the **value of complete units delivered** (in RM) of related **products** made/repaired during the **reference month**.

Services rendered: These refer to fees received for processing work done for others on their own materials.

Question 2: Value of Work Done

(Refer to industry 33150 - Repair and maintenance of transport equipment except motorcycles and bicycles)

i. Work done during the month - number of repaired/upgraded

Report the quantity of **complete units that have been repaired/upgraded during the reference month**.

Includes:

- Quantity of products repaired/upgraded by your establishment for others for a fee.

Excludes:

- Quantity of your products repaired/upgraded by other establishments.

ii. Value of work done during the month - value

This refers to the **value of work done** (in RM) of related **products** repaired/upgraded during the **reference month**.

3. Question 3a: Values of sales (from goods / material purchases for resale without further processing)

This refers to the value of sales of all goods sold in the same condition as purchased without undergoing further processing, whether the resale was at wholesale or retail.

Question 3b: Value of raw materials, fuels & supplies purchased

- a. Raw materials - raw materials to produce the products.
e.g. the raw materials for biscuit factories (industry 10711) comprise flour, sugar, eggs, margarine etc.
- b. Fuels - e.g. petrol, diesel, lubricants etc.
- c. Supplies - e.g. packing materials, office supplies, materials for repairs and maintenance, electricity and water supply etc.

4. Question 4: Employment and salaries & wages

Covers the number of employees by gender and the salaries & wages paid during the reference month.

Employment refers to the number of employees as at the end of the reference month for the four (4) categories of workers as follows:

- a. Working proprietors, active business partners and unpaid family workers (all family members and business partners not receiving regular wages)
- b. Workers employed through labour contractors
- c. Paid employees (full-time)
- d. Paid employees (part-time)

Salaries & wages refers to remuneration in cash to employees under the categories of 4 (b), 4 (c) and 4 (d) above during the reference month for time worked or work done together with remuneration for time not worked, such as for annual vacation or other paid leave and holiday. This total is reported before deductions made by the employer in respect of employee's obligation to Inland Revenue Board (IRB), Employer's contribution to Social Security Organisation (SOCSSO), Employees Provident Fund (EPF), life insurance, unemployment insurance and other related deductions.

Includes:

- Payment for overtime worked;
- Bonuses, commissions, incentives, cost-of-living allowances; and
- Wages paid during periods of vacation and sick leave.

Excludes:

- Salaries & wages for employees who worked in the Sales Department (SD) which is physically located at an address different from that of the factory or in the case where the SD may be situated at the same address as the factory but the SD is treated as a different entity from the establishment (this case being common among large establishments);
- Employer's contribution to SOCSO and EPF; and
- Severance and termination pay.

Working proprietors and active business partners

This category refers to all individual proprietors and partners (full-time or part-time) who are actively engaged in the work of the establishment, which are usually sole proprietorships or partnerships **excluding** silent or inactive partners.

Note:

- The category is **not applicable** to any **incorporated enterprise**, the ownership of which is represented by equity shares.

Unpaid family workers

This category encompasses all persons (full-time or part time) in the household of the owners of the establishment who perform a specified job and work for a minimum of one third of the normal working time of the establishment but do not receive regular payment, either in cash or in kind for work done. Such workers generally receive food, shelter and other support as part of the household of an owner but this would continue whether they worked in the establishment not.

Note:

- The category is **not applicable** to any **incorporated enterprise**, the ownership of which is represented by equity shares.

Workers employed through labour contractors

Refers to all persons employed through labour contractors for the reporting month. For workers employed through contractors, please report the total payments made to the contractors for the supply of labour.

Paid employees (full-time)

Refers to all those who normally work for at least 6 hours a day and/or 20 days a month. Persons working away from the establishment whose pay and services are under the control of the establishment such as sales representatives, engineering representatives, maintenance and repair personnel, if any, are to be included. Also included among the employees are paid managers and working directors of incorporated enterprises, except when paid solely for their attendance at Board of Directors' Meetings.

Paid employees (part-time)

Refers to those who worked less than 6 hours a day and/or less than 20 days a month and received pay.

5. Question 5a: Number of days worked

- Number of days for which the factory operated during the month
- Number of shifts operated in a day
- Number of hours worked in a shift

Question 5b: Total overtime man-hours during the month

- The calculations are made as follows:
Number of employees x total overtime hours per day x number of days factory operated in the reference month.

6. Question 6: Value of stocks owned

The **value of stocks** owned by the establishment is to be reported as at the **beginning** and the **end** of the month. In principle, inventories should be valued at current replacement costs, based on **market prices** at the **reference dates**. Where this is not possible, **book values** may be reported with a note.

Finished goods

This refers to all finished goods produced by the establishment, which are **ready** for sale as at the reference month.

Goods in process

This refers to the value of goods, which have been **partially processed** by the establishment, which are not usually sold, or turned over to other establishments without further processing.

Raw materials, fuels and supplies

This item includes the value of stocks of all materials, parts and components that used in manufactured the products; fuels, repair and maintenance materials, office and other consumable supplies.

Includes:

- Materials owned by the establishment, but held by others for processing.
- The value of stocks of materials and supplies for use in construction work undertaken for the establishment's own use.

Excludes:

- Materials owned by others, but held by the establishment for processing
- Materials and supplies, which are to be resold without processing, should be included in stocks of goods for resale.

Goods purchased for resale

This covers the value of any **stocks of goods**, which were bought by the establishment with the intention of reselling them in the same form, that is, without further processing. **Stocks of materials** and **supplies** to be resold without processing, which were not originally purchased for that purpose, should also be included.

7. Question 7: New orders received

This item is defined as the current value of all new orders received in the reference period (whether shipped in the current month or not). These orders refer to products from own production or from contract processing by other establishments. A distinction is made between domestic orders and orders received abroad.

Includes:

- Reorders or changes in orders

Excludes:

- Taxes paid on production or sales
- Value added taxes (VAT)
- Discounts
- Cancellation of orders

8. Question 8: Capacity utilisation of factory during the reference month

- a. **Value of full production** refers to the maximum value of products that a factory is able to produce from the most efficient combination of machines, raw materials and workers. For example, the value of full capacity Factory A is producing RM 100,000 of product Y a month.
- b. **Value of actual production** refers to the actual value of products produced (during the reference month) as compared with the maximum value which a factory is able to produce. For example, Factory A produces RM80,000 of product Y during the reference month even though its maximum value production is RM100,000 a month. Therefore, the percentage capacity utilisation of the factory for the reference month is 80%.

Note:

The percentage for capacity utilisation of a factory **should not exceed 100%**.

- c. Referring to the percentage capacity utilisation in Question 8a(3), the following is justification of the actual production in the current month was less than full production capability:
 - 1. Not most profitable to operate at full production capability**

Factories suffer losses if they operate at full production, especially factories that produce fast expiring products such as food.
 - 2. Insufficient supply of materials**

The supply of raw materials is insufficient to continue production operations.
 - 3. Repair & maintenance of machinery and equipment**

The machines used to produce the product at full capacity are being maintained and in the process of being repaired causing production operations to be disrupted.

4. Sufficient inventory

The stock produced has been sufficient for a month and does not require the production of additional products.

5. Low demand

Less demand for products issued by consumers.

6. Insufficient supply of labor force

Less manpower to produce full production in the current month.

7. Lack of sufficient fuel or electric energy

Lack of fuel or power outages that disrupt the production process so that the machine or operation cannot be carried out, especially for factories that are fully dependent on machines (electricity) and fuel.

8. Machinery and equipment limitations or failures

Production slows down due to limitations or lack of machinery and equipment used.

9. Incompetent workers

Lack of skilled workers for production in the current month.

10. Storage limitations

The plant has limited storage space to keep stock at full capacity during the current month.

11. Logistics/transportation constraints

Logistical constraints or transportation of raw material delivery to the factory or delivery of manufactured products to consumers.

12. Temporary plant shutdown

The plant is not in full operation for a month during the current month including quarantine and temporary closure orders.

13. Financial constraints

Factories lack capital (finance) to buy raw materials and pay workers.

14. Strike or work stoppage

Working hours are less due to lack of workers due to strikes and layoffs.

15. Seasonal operations

Demand for finished products in certain seasons such as festive seasons, weather and etc.

16. Environmental restrictions

Natural disasters such as floods, landslides and etc.

17. Quality issues of products or services

The resulting product does not meet the specified requirements, standards or specifications.

9. Question 9: Expected sales value for next month

Please indicate your expectations of the sales value for the following month, whether it is an increase (+) or decrease (-), and the **percentage difference** from the current month, e.g. (+) 20%.

10. Question 10: Digital Economy

10.1 E-commerce

E-commerce transaction is the sale or purchase of goods or services over the network computing/internet with designed method for the purpose of receive or make a booking (purchase or sale). The transaction is between businesses, households, individuals, governments and organisations of other public/private. The method of payment and the delivery of goods or services e-commerce transactions can be carried out either through network computing/internet or not.

E-commerce transactions, including orders placed on the website, extranet or Electronic Data Interchange (EDI). However, the transactions made by telephone, fax, email and the like are not been categorised as e-commerce transactions.

10.2 Total revenue earned through e-commerce transactions

Refers to the value of revenue earned through e-commerce transaction.

10.3 Total expenditure through e-commerce transactions

Refers to the value of expenditure through e-commerce transactions.

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THE DEPARTMENT OF STATISTICS MALAYSIA GRATEFULLY
ACKNOWLEDGES YOUR CO-OPERATION.
THANK YOU.