



TRANSLATION

MONTHLY MANUFACTURING SURVEY 2012

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. Statistics compiled assist the government in planning and formulation of policies. Thus, the government through its agencies, namely the Economic Planning Unit, Ministry of Finance and Bank Negara Malaysia monitor closely the performance of this sector. In line with this, your response to the **MONTHLY MANUFACTURING SURVEY** is greatly needed.
2. Information sourced from the Monthly Manufacturing Survey are utilised by the Department of Statistics, Malaysia to publish current data on: Index of Industrial Production, sales value, number of employees, and salaries & wages of the Manufacturing sector on a monthly basis. These statistics are disseminated through the electronic and printed media, as well as in two separate publications entitled "**Index of Industrial Production**" and "**Monthly Manufacturing Statistics**".
3. The above information are also accessible through the website of the Department of Statistics, Malaysia. Kindly surf our website at the following address "<http://www.statistics.gov.my>" under the heading of "**Latest Statistical Releases**" for a summary and softcopy of the above reports.
4. The responsibility for furnishing the information under the **Statistics Act, 1965 (Revised-1989)**, rests with the **owner** of the establishment and not with his agent, secretary or accountant though the latter may act on behalf of the owner.
5. The Act stipulates that the contents of the individual questionnaire shall be treated as **CONFIDENTIAL** and shall not be revealed to any person or institution outside the Department of Statistics, Malaysia.

B. GENERAL INSTRUCTIONS

6. Please complete a **copy** of the questionnaire for **every calendar month** and return to the respective state offices of the Department of Statistics, Malaysia before the 10th of the following month, e.g. **completed questionnaire for the reference month of January 2012 should be submitted to the Department before 10th February, 2012**. The address of the state office is as indicated on the covering letter.

7. Please answer all questions and write 'Nil' or 'Not Applicable' where necessary. Where it is not possible to furnish actual figures, please provide **reasonable estimates**.
8. All figures reported should relate to the manufacturing operations carried out in **each calendar month** of the year.
9. Definition of Manufacturing:

“The 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 work are included and classified according to the type of products repaired”.

10. A declaration as to the completeness and accuracy of the data reported should be signed (except in cases whereby reports are submitted via e-mail).

C. SUBMISSION OF QUESTIONNAIRE

You are given the option to submit the questionnaire either by mail, fax, e-mail or fill up via website.

11. **Mail:** Send your completed questionnaire using the envelope provided bearing the address of the Department. No postage stamps are required.
 - Please **make a file copy** of the completed questionnaire for each month for your reference or in case, if any queries arise.
12. **Fax:** Fax your monthly return using the fax numbers as given in the questionnaire or in the covering letter attached. You need not 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.
13. **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 using 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.

14. **Website:** Registration in filling up questionnaire for the first time via website can be done at www.statistics.gov.my. The username and password for access will be send via e-mail. The guidelines to fill up the questionnaire will also be provided in the website.

15. 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

16. **Question 1: Location of factory**

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

17. **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.

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

18. **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.

19. **Sales during the month (ex-factory)**

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

20. **“Sales”** occur when the **ownership** of a product **changes hands** from your establishment to that of 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, and
- installation, repairs and erection charges.

21. 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**).

22. **Question 3a: Value of goods sold in the same condition as purchased**

This refers to the value of all goods sold in the same condition as purchased without undergoing further processing; the resale was either done at wholesale or retail trade.

23. **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 15411) 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 supplies etc.

24. **Question 4: Employment and salaries & wages for the month**

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

25. **Employment** refers to the number of employees as at the end of the reference month for the 3 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. Employees (full-time and part-time)
- c. Workers employed through labour contractors

26. **Salaries & wages** refer to all payments in cash made during the reference month to workers under the categories of 24 (b) and 24 (c) above.

Includes:

- All cash payments, bonuses, cost-of-living allowances and wages paid during periods of vacation and sick leave.
- Taxes, social security contributions, EPF, group's insurance premiums and the like, payable by the employee but deducted by the employer.

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 Employees' Provident Fund (EPF) and Social Security Organisation (SOCSO).

27. Working proprietors and active business partners

Comprise 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.

28. Unpaid family workers

Include all persons living in the household of the proprietor owning the enterprise and working (full-time or part-time) in the establishment without regular pay (that is, without an agreed amount to be paid for work done) for at least one-third of the working time normal to the establishment. In practice, it may be necessary to broaden this definition to account for non-household members who work without regular pay.

Note:

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

29. Employees (full-time and part-time)

This category covers all persons who work (full-time or part-time) in the establishment and receive pay, and persons working away from the establishment when paid by and are under the control of the establishment, e.g. sales representatives, travelling engineering representatives, travelling maintenance and repair personnel.

Includes:

- Salaried managers and directors of incorporated enterprises.

Excludes:

- Home workers (persons engaged by your establishment with raw materials provided to them to perform work in their own homes);
 - Directors paid solely for their attendance at meetings of the board of directors.
30. **Full-time employees** refer to all workers who work for at least 6 hours a day and for at least 20 days a month.
31. **Part-time employees** refer to all workers who work for less than 6 hours a day and/or less than 20 days a month.
32. **Workers employed through labour contractors** refer to all persons employed through labour contractors for the reporting month.
33. For workers employed through contractors, please report the total payments made to the contractors for the supply of labour.
34. **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.
35. **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.
36. **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.
37. **Finished goods**
This refers to all finished goods produced by the establishment, which are **ready** for sale as at the reference month.
- Includes:**
- Finished goods held by other establishments, which were processed by those establishments from materials owned by your establishment.
- Excludes:**
- Finished goods held by your establishment, which were made from materials owned by other establishments.
38. **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.

39. **Raw materials, fuels and supplies**

This item includes the value of stocks of all materials, parts and components that enter into the products; fuels, and repair, maintenance, 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.

40. **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 or manufacturing.

Stocks of materials and **supplies** to be resold without processing, which were not originally purchased for that purpose, should also be included.

41. **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 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.

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

Indicate in percentage the capacity utilisation of your factory during the reference month.

- a. **Factory capacity** refers to the maximum quantity of products that a factory is able to produce from the most efficient combination of machines, raw materials and workers. For example, the factory capacity of Factory A is producing 1000 units of product Y a month.
- b. **Capacity utilisation of factory** refers to the actual quantity of products produced (during the reference month) as compared with the maximum quantity which a factory is able to produce. For example, Factory A produces 800 units of product Y during the reference month even though its maximum production is 1000 units 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%.

43. **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. increase (+) 20%.

END

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