

**State Enterprises Commission  
Integrated State Owned Enterprises Database  
SOE's Profile**

- 1.00 Contact Details Report Year: \_\_\_\_\_
- 1.01 Name of Enterprise: \_\_\_\_\_ Acronym: \_\_\_\_\_ SOE ID: \_\_\_\_\_
- 1.02 Location: \_\_\_\_\_
- 1.03 Mailing Address: \_\_\_\_\_
- 1.04 Telephone Number (s): \_\_\_\_\_
- 1.05 Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_
- 1.06 SOE Contact Person: \_\_\_\_\_
- 1.07 SOE Contact Person's: (a) Telephone Number: \_\_\_\_\_ (b) Fax Number: \_\_\_\_\_ Other: \_\_\_\_\_

2.00 Business Information

- 2.01 Date of Incorporation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Incorporation: \_\_\_\_\_
- 2.02 Date of Registration : \_\_\_\_/\_\_\_\_/\_\_\_\_ Registration Number: \_\_\_\_\_
- 2.03 Legislative Instrument No. \_\_\_\_\_ Legislative Instrument Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 2.04 Date of Commencement: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 2.05 Main Line of Business: \_\_\_\_\_
- 2.06 Sector: \_\_\_\_\_
- 2.07 Supervising Ministry Agency: \_\_\_\_\_
- 2.08 Ministry's Contact Person: \_\_\_\_\_
- 2.09 Min. Contact Person's (a) Telephone Number: \_\_\_\_\_ (b) Fax Number: \_\_\_\_\_ Other: \_\_\_\_\_

	<b>Date Appointed</b>	
	Acting	Confirmed
2.10 Chief Executive: _____	____/____/____	____/____/____
2.11 Head of Financial/Accounts: _____	____/____/____	____/____/____
2.12 Head of personnel: _____	____/____/____	____/____/____
2.13 Other Main Functional Heads:		
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____

- 2.14 Does the SOE have a Board of Directors? Yes/No
- 2.15 How many members are by statute/regulation required to constitute the Board? \_\_\_\_\_

3.00 Members of the Board of Directors

(Please, make more copies of this page to cover all the members of the Board)

3.01 Name: \_\_\_\_\_ Status\*: \_\_\_\_\_

3.02 Date of Appointment: \_\_\_\_/\_\_\_\_/\_\_\_\_ Profession: \_\_\_\_\_

3.03 Contact Address: \_\_\_\_\_  
\_\_\_\_\_

3.04 Telephone Number (s): \_\_\_\_\_ Fax: \_\_\_\_\_

3.05 Current Membership of Other Boards:

Enterprise Name		Date of Membership
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____

3.01 Name: \_\_\_\_\_ Status\*: \_\_\_\_\_

3.02 Date of Appointment: \_\_\_\_/\_\_\_\_/\_\_\_\_ Profession: \_\_\_\_\_

3.04 Contact Address: \_\_\_\_\_  
\_\_\_\_\_

3.04 Telephone Number (s): \_\_\_\_\_ Fax: \_\_\_\_\_

3.05 Current Membership of Other Boards:

Enterprise Name		Date of Membership
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____

\* Indicate whether Chairman, Managing Director, or Director.

**4.00 Board Members Compensation**

- 4.01 Fees/Allowances Payable to Chairman \_\_\_\_\_ per month \_\_\_\_\_ per sitting
- 4.02 Fees/Allowance Payable to Member \_\_\_\_\_ per month \_\_\_\_\_ per sitting
- 4.03 Number of Board Meetings in Reporting year \_\_\_\_\_
- 4.04 Total Non-Cash Considerations to Members  
(Converted to Cash) per month: \_\_\_\_\_ per month \_\_\_\_\_ per sitting
- 4.05 Total Compensation to Board in a Reporting year \_\_\_\_\_

**5.0 Manpower Utilization**

**Lost Man Hours Due To**

- 5.01 Absenteeism \_\_\_\_\_
- 5.02 Sick Leave \_\_\_\_\_
- 5.03 Maternity Leave \_\_\_\_\_
- 5.04 Casual Leave \_\_\_\_\_
- 5.05 Strikes \_\_\_\_\_
- 5.06 Machine Down Time \_\_\_\_\_
- 5.07 Raw Materials Shortage \_\_\_\_\_
- 5.08 Power Failure \_\_\_\_\_
- 5.09 Industrial Accident \_\_\_\_\_
- 5.10 Others \_\_\_\_\_
  
- 5.11 Total Overtime Worked  
(Man-hour) \_\_\_\_\_

**8.00 Employment Changes**

- 8.01 Total Staff at January 1 \_\_\_\_\_
- Separations**
- 8.02 Retirements \_\_\_\_\_
- 8.03 Resignations \_\_\_\_\_
- 8.04 Dismissals \_\_\_\_\_
- 8.05 Terminations \_\_\_\_\_
- 8.06 Redundancies \_\_\_\_\_
- 8.07 Deaths \_\_\_\_\_
- 8.08 Total Separation \_\_\_\_\_
- 8.09 Total Staff Recruited in Year \_\_\_\_\_

**6.00 Redundancy in Reporting Year**

- 6.01 Planned Redundancy: \_\_\_\_\_
- 6.02 Actual Redundancy: \_\_\_\_\_

FORM ID: HRM 1-4

7.00 **Staff at Post**

7.01	Managerial	_____
7.02	Supervisory	_____
7.03	Others	_____
7.04	Total	_____

FORM ID: HRM 1-5

8.00 **Training**

	Internal Training	External Training	Number Trained
Staff Categories	Expenditure (€ million)	Expenditure (€ million)	
8.01	Managers	_____	_____
8.02	Supervisors	_____	_____
8.03	Others	_____	_____
8.04	Total	_____	_____

9.00 **Employment Costs (€ million)**

9.01	Basic Salary	_____
9.02	Overtime	_____
9.03	Social Security Fund	_____
9.04	Provident Fund	_____
9.05	Medical expenses	_____
9.06	Others	_____
9.07	Total	_____

10.0 **Employer Financed Facilities and Services (€ million)**

10.01	Training School	_____
10.02	Schools (for employee dependants)	_____
10.03	Hospital/Clinic	_____
10.04	Recreational	_____
10.05	Canteen	_____
10.06	Others	_____
10.07	Total	_____

Returns Prepared by: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Returns authorized by: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**State Enterprises Commission  
Integrated State-Owned Enterprises Database  
Tax and Debt Data Gathering Instruments**

**1.0 Basic Data**

SOE Identification Number \_\_\_\_\_ Acronym \_\_\_\_\_ Reporting Year \_\_\_\_\_

SOE Name: \_\_\_\_\_

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**2.0 SOE Debt Data**

1. Loan Title: \_\_\_\_\_ Creditor: \_\_\_\_\_

Date Loan Agreement was signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Loan Currency: \_\_\_\_\_

Loan Amount (Principal): \_\_\_\_\_ Cumulative Interest: \_\_\_\_\_

Repayment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Repayment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cumulative Payment Made: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Expected Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Actual Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Remarks: \_\_\_\_\_

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2. Loan Title: \_\_\_\_\_ Creditor: \_\_\_\_\_

Date Loan Agreement was signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Loan Currency: \_\_\_\_\_

Loan Amount (Principal): \_\_\_\_\_ Cumulative Interest: \_\_\_\_\_

Repayment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Repayment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cumulative Payment Made: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Expected Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Actual Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (¢ equivalent): \_\_\_\_\_

Remarks: \_\_\_\_\_

3. Loan Title: \_\_\_\_\_ Creditor: \_\_\_\_\_  
Date Loan Agreement was signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Loan Currency: \_\_\_\_\_  
Loan Amount (Principal): \_\_\_\_\_ Cumulative Interest: \_\_\_\_\_  
Repayment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Repayment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Cumulative Payment Made: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Expected Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Actual Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

4. Loan Title: \_\_\_\_\_ Creditor: \_\_\_\_\_  
Date Loan Agreement was signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Loan Currency: \_\_\_\_\_  
Loan Amount (Principal): \_\_\_\_\_ Cumulative Interest: \_\_\_\_\_  
Repayment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Repayment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Cumulative Payment Made: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Expected Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Actual Payment in Reporting Year: (US\$ equivalent): \_\_\_\_\_ (€ equivalent): \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

**State Enterprises Commission  
Integrated State-Owned Enterprises Database  
Data Gathering Instruments for SOE PAYE Social Security obligations:**

**1.0 Basic Data**

SOE Identification Number: \_\_\_\_\_

SOE Name: \_\_\_\_\_

**2.0 SOE PAYE Data**

IRS File Number: \_\_\_\_\_

Staff Basic Salary for the Reporting Year (€): \_\_\_\_\_

PAYE Deductions for the Reporting Year (€): \_\_\_\_\_

Balance Brought Forward (€): \_\_\_\_\_

PAYE Paid for the Reporting Year (€): \_\_\_\_\_

Balance Carried Forward (€): \_\_\_\_\_

Latest Data of Reconciliation with IRS: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks: \_\_\_\_\_

**3.0 SOE Social Security Obligations Data**

Total Staff Social Security Contribution for the Reporting Year (€): \_\_\_\_\_

Total Employer (SOE) Contribution for the Reporting Year (€): \_\_\_\_\_

Actual Payment to SSNIT for the Reporting Year (€): \_\_\_\_\_

Balance Brought Forward (€): \_\_\_\_\_

Balance Carried Forward (€): \_\_\_\_\_

Latest Data of Reconciliation with SSNIT: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks: \_\_\_\_\_

Returns Prepared by \_\_\_\_\_ Designation \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**4.0 SOE Tax Data for the Reporting Year**

**4.1 Company Tax Obligations**

IRS File Number: \_\_\_\_\_

Tax Statement Status (AC/P/NID): \_\_\_\_\_

(AC = On Account

P = Projected

NID = Not in Dispute)

Chargeable Income (¢): \_\_\_\_\_

Tax Charged (¢): \_\_\_\_\_

Actual Tax Paid (¢): \_\_\_\_\_

Balance Brought Forward (¢): \_\_\_\_\_

Balance Carried Forward (¢): \_\_\_\_\_

Value Added Tax (VAT) Paid (¢): \_\_\_\_\_

Value Added Tax (VAT) Collected on behalf of Government (¢): \_\_\_\_\_

Other Taxes Paid (¢): \_\_\_\_\_

(Duties, Levies etc)

Remarks: \_\_\_\_\_

Latest Date of reconciliation with IRS \_\_\_\_/\_\_\_\_/\_\_\_\_

Latest Date of reconciliation with VAT Secretariat \_\_\_\_/\_\_\_\_/\_\_\_\_

Returns Prepared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**State Enterprises Commission  
Integrated State-Owned Enterprises Database  
SOE Investments Data Gathering Instrument**

**1.0 Basic Data**

SOE Identification Number: \_\_\_\_\_

SOE Name: \_\_\_\_\_

**2.0 SOE Investments**

1. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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2. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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3. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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4. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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5. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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6. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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7. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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8. Type of investment made in Reporting Year: \_\_\_\_\_

Date of Investment (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Currency of Investment: \_\_\_\_\_

Cost of Investment: (US\$ equiv.): \_\_\_\_\_ (¢ equiv.): \_\_\_\_\_

Investment's maturity (in Years): \_\_\_\_\_

Amount Received (Interest/Return/Dividend) (¢): \_\_\_\_\_

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Returns Prepared by \_\_\_\_\_ Designation \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**State Enterprises Commission  
Integrated State-Owned Enterprises Database  
SOE Operations Data Gathering Instrument**

**1.0 Basic Data**

SOE Identification Number: \_\_\_\_\_

SOE Name: \_\_\_\_\_

**2.0 SOE Output (Products; Services; etc.)**

1. Name of Product/Service \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Maximum Output (based on one 8-hour shift per working day): \_\_\_\_\_

Number of Shifts Run per day: \_\_\_\_\_

Total Output of this Product/Service in Reporting Year: \_\_\_\_\_

Average Unit Cost Price (¢): \_\_\_\_\_ Average Unit Selling Price (¢): \_\_\_\_\_

Average Unit Cost Price (\$): \_\_\_\_\_ Average Unit Selling Price (\$): \_\_\_\_\_

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2. Name of Product/Service \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Maximum Output (based on one 8-hour shift per working day): \_\_\_\_\_

Number of Shifts Run per day: \_\_\_\_\_

Total Output of this Product/Service in Reporting Year: \_\_\_\_\_

Average Unit Cost Price (¢): \_\_\_\_\_ Average Unit Selling Price (¢): \_\_\_\_\_

Average Unit Cost Price (\$): \_\_\_\_\_ Average Unit Selling Price (\$): \_\_\_\_\_

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3. Name of Product/Service \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Maximum Output (based on one 8-hour shift per working day): \_\_\_\_\_

Number of Shifts Run per day: \_\_\_\_\_

Total Output of this Product/Service in Reporting Year: \_\_\_\_\_

Average Unit Cost Price (¢): \_\_\_\_\_ Average Unit Selling Price (¢): \_\_\_\_\_

Average Unit Cost Price (\$): \_\_\_\_\_ Average Unit Selling Price (\$): \_\_\_\_\_

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4. Name of Product/Service \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Maximum Output (based on one 8-hour shift per working day): \_\_\_\_\_

Number of Shifts Run per day: \_\_\_\_\_

Total Output of this Product/Service in Reporting Year: \_\_\_\_\_

Average Unit Cost Price (¢): \_\_\_\_\_ Average Unit Selling Price (¢): \_\_\_\_\_

Average Unit Cost Price (\$): \_\_\_\_\_ Average Unit Selling Price (\$): \_\_\_\_\_

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5. Name of Product/Service \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Maximum Output (based on one 8-hour shift per working day): \_\_\_\_\_

Number of Shifts Run per day: \_\_\_\_\_

Total Output of this Product/Service in Reporting Year: \_\_\_\_\_

Average Unit Cost Price (¢): \_\_\_\_\_ Average Unit Selling Price (¢): \_\_\_\_\_

Average Unit Cost Price (\$): \_\_\_\_\_ Average Unit Selling Price (\$): \_\_\_\_\_

**3.0 SOE Raw Materials / Input Usage**

1. Name of Raw Material / Input: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Stock Level at Beginning of Reporting Year: \_\_\_\_\_  
Quantity Purchased in Reporting Year: \_\_\_\_\_  
Quantity Consumed in the Reporting Year: \_\_\_\_\_  
Stock level at End of Reporting Year: \_\_\_\_\_  
Unit Price (¢): \_\_\_\_\_  
Unit Price (\$): \_\_\_\_\_

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2. Name of Raw Material / Input: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Stock Level at Beginning of Reporting Year: \_\_\_\_\_  
Quantity Purchased in Reporting Year: \_\_\_\_\_  
Quantity Consumed in the Reporting Year: \_\_\_\_\_  
Stock level at End of Reporting Year: \_\_\_\_\_  
Unit Price (¢): \_\_\_\_\_  
Unit Price (\$): \_\_\_\_\_

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3. Name of Raw Material / Input: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Stock Level at Beginning of Reporting Year: \_\_\_\_\_  
Quantity Purchased in Reporting Year: \_\_\_\_\_  
Quantity Consumed in the Reporting Year: \_\_\_\_\_  
Stock level at End of Reporting Year: \_\_\_\_\_  
Unit Price (¢): \_\_\_\_\_  
Unit Price (\$): \_\_\_\_\_

4. Name of Raw Material / Input: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Stock Level at Beginning of Reporting Year: \_\_\_\_\_  
Quantity Purchased in Reporting Year: \_\_\_\_\_  
Quantity Consumed in the Reporting Year: \_\_\_\_\_  
Stock level at End of Reporting Year: \_\_\_\_\_  
Unit Price (¢): \_\_\_\_\_  
Unit Price (\$): \_\_\_\_\_

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5. Name of Raw Material / Input: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Stock Level at Beginning of Reporting Year: \_\_\_\_\_  
Quantity Purchased in Reporting Year: \_\_\_\_\_  
Quantity Consumed in the Reporting Year: \_\_\_\_\_  
Stock level at End of Reporting Year: \_\_\_\_\_  
Unit Price (¢): \_\_\_\_\_  
Unit Price (\$): \_\_\_\_\_

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**4.0 SOE Utilities Usage**

1. Name of Utility: \_\_\_\_\_  
Unit of Measure: \_\_\_\_\_  
Quantity Consumed in Reporting Year: \_\_\_\_\_  
Cost of Consumption of this Utility in  
the Reporting Year (¢): \_\_\_\_\_

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2. Name of Utility: \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Quantity Consumed in Reporting Year: \_\_\_\_\_

Cost of Consumption of this Utility in  
the Reporting Year (¢): \_\_\_\_\_

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3. Name of Utility: \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Quantity Consumed in Reporting Year: \_\_\_\_\_

Cost of Consumption of this Utility in  
the Reporting Year (¢): \_\_\_\_\_

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4. Name of Utility: \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Quantity Consumed in Reporting Year: \_\_\_\_\_

Cost of Consumption of this Utility in  
the Reporting Year (¢): \_\_\_\_\_

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Returns Prepared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_