2010 Survey on Employment Trends (Survey Form 1 for Business Office)

first half of the year

The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall in	it be revealed to any third party. Please therefore fill in accurate information
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O This survey needs to be filled in by each business office. Head Office, branch office, factory, and the sales office are considered as individual offices. In answering questions, the information only about your office shall be provided, except in 4 where the total number of regular employees across the entire enterprise shall be indicated.

O In filling in this Survey Form, please refer to the attached guidance on how to fill it in.

	2 Main product, or business details	("Main produ	ict" refers to a	product gener	ating the large	st part of the I	revenue.)
1							
Name and	3 Name of the person filling						
address of	in the form						
the business	Telephone number			()	
office	4 Total number of regular employees across the entire enterprise	1,000 persons or more	300 - 999 persons	100 - 299 persons	30 - 99 persons	5 - 29 persons	Publicly- owned or state-run
	Including workers of all business offices affiliated to the same enterprise (company) as at the end of December 2009	1	2	3	4	5	6

This survey was carried out in relation to individual establishments.

Head offices, branch offices, sales offices, factories, etc. are counted as separate establishments. Please respond in relation to your establishment.

5 Transfer of regular employees		((i)	Those who are employed on a non-fixed term basis		To be counted in the Section of "nominal regular employees" (I), (II
			(ii)	Those who are employed for a period of over one month)	
	Regular employees	₹	(iii)	Those who are employed on a fixed term basis for a period of up to one month,		To be counted in the Section of
				or those who are employed on a daily basis, and those who were employed		"employment on a temporary basis or on a daily basis" (II), (IV)
				for more than 18 days per month during the previous two months	J	

"Part-time workers" refer to regular employees with shorter daily work hours compared with general workers in the same business office, or those with the same daily work hours but with shorter weekly work hours

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												-	ar empl	-		sed	(3)							-	lar employee							
			(1)						0		•	d Janua	ary to J		_	7	Worke			een			_	d of Ja	nuary to Jun)	(5)				
	Classification	n				ar emp)9	Newly e (includir workers reinstate completi	ng secon and wo ed after	ed nded orkers the	3	Transf the san (compa have re	erred in ne ente iny), v	erprise worker:	s who	regular employ tempor daily b	employment of ary bas asis ove	yees fr n a sis or o er the p	n a period	Resigne seconde workers complet	d work reinst ion of	uding cers and ated af	i ter the	Workers whother position	ons wit orise worke	thin the		nber of at the e			oyees as 010
					.:		•		secondn				to wag								secondr	nent)			withheld			_	(2) ±) = (5)	-
				Thousan	nd		Р	ersons	Thousand	-÷		Persons	Thousand			Persons	Thousand			Persons	Thousand			Persons	Thousand	-	Persons	1	Thousan	nd	-	Persons
	Nominal regular of	(I) employees					i					1					+															
Male	Employment on a tem or on a daily l												V				-															
	Male tot	al																										a				
		(III)		:	:	•	1			- 1			7		:	:	+					:			:	:	:				1	
	Nominal regular e														<u>!</u>														<u>!</u>	<u> </u>		
Female	Employment on a tem or on a daily																-															
	Female to	otal																										b				
1	Total of male and	(V)	A						В									\	_	_	С							D				
		(VI)		: 	-		Ť											_				i				1	-	с				
		Male		<u>!</u>	<u>i</u>	<u>.</u>			I						<u>i. </u>	<u>i</u>			_	_		!				<u>i</u>	<u> </u>					
р	Of which, art-time workers	(VII) Female																_	_									d				
		Total of male and female		<u>:</u>	<u>:</u>	<u>:</u>			<u> </u>	<u> </u>	•				<u> </u>	<u>:</u>	<u> </u>			_	<u> </u>	<u>:</u>			<u> </u>	<u> </u>	<u> </u>	Е				
	f which, workers conded from other enterprises	(VIII)												\	\	_		_	_	_						_	_					

If you have filled in Sections B (newly employed) and/or C (resigned) of the "Total of male and female (V)" above, please extract new workers and resigned workers.

O Extraction of new workers and resigned workers

This is necessary to identify the number of persons to fill in the Survey Form for New Employees and the Survey Form for Resigned Employees distributed with this Survey Form.

With regard to the extraction method and extraction rates, please refer to the attached guidance of how to fill it in. Extraction rates may vary, depending on the industrial classification as well as on the number of regular employees

as at the end of December 2009 (Section (V) A).

E:	(1) Number of new workers	(2) Extraction	(3) Number of new	E:	(1) Number of resigned workers	(2) Extraction	(3) Number of resigned
Extraction of new	(transcribe the data in Section (V) B)	rates	workers surveyed	Extraction of resigned	(transcribe the data in Section (V) C)	rates	workers surveyed
workers				workers			
		/				/	

6 Number of regular employees by gender and by age group

Please fill in the number of regular employees as at the end of June 2010 (nominal regular employees and employment on a temporary basis or on a daily basis) by gender and by age group. The age group division simplified chart is indicated in the guidance of how to fill it in.

Age group	М	ale total		me workers		ale total	Of which, part-time workers					
	Thousand.	(IX)	Thousand	(X)	Thousand.	XI)	Thousand:	II) Persor				
(1) Less than 19 years old		rersons	Thousand	Persons	i nousand	Persons	1 nousand	Person				
(2) 20 – 24 years old												
(3) 25 – 29 years old												
(4) 30 – 34 years old												
(5) 35 – 39 years old												
(6) 40 – 44 years old												
(7) 45 – 49 years old												
(8) 50 – 54 years old												
(9) 55 – 59 years old												
(10) 60 – 64 years old												
(11) 65 years and over												
Total check												
		1		1		1	·	1				
Transfer of regular emp	oloyees"	(5) a		(5) C		5) b	(5	5) d				

*The numbers of persons indicated in sections framed in the same colour on the left hand and right hand pages should correspond with each other.

7 Number of regular employees by employment and the number of unsatisfied vacancies

Please fill in the number of regular employees and the number of unsatisfied vacancies as at the end of June 2010 by employment.

The employment division is indicated in the guidance of how to fill it in. With regard to workers engaged in more than two jobs, they should be counted in the section

Occupation	Number of regu <mark>la</mark>		Of which, part-time we	orkers	Number of un vacanci		Of which, part-time workers (XVI)				
	(XIII) Thousand	Persons	(XIV)	Persons	(XV)	Persons	(X ¹ Thousand	VI) Person			
Professional and engineering workers	Thousand	Persons	Triousand	Persons	i nousano	Persons	i nousand	Person			
2) Administrative and managerial workers											
3) Clerical workers											
4) Sales workers											
5) Service workers											
6) Security workers											
7) Transportation and communication sector											
Production line and manual labor jobs											
9) Other workers											
Total check											

2010 Survey on Employment Trends (Survey Form 2 for Business Office)

second half of the year

- O The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall it be revealed to any third party. Please therefore fill in accurate information.
- O This survey needs to be filled in by each business office. Head Office, branch office, factory, and the sales office are considered as individual offices. In answering questions, the information only about your office shall be provided, except in 4 where the total number of regular employees across the entire enterprise shall be indicated.

4														Main busii	-	uct, or letails			("Main p	roduct	" refers to	a pro	oduct ge	nerating	g the l	argest p	art of th	ne rev	enue.	
add	me and lress of business												3	Name in the	e forn	-		ing					()				
offi	ice												2	•	lar em	er of ployee enterp			1,000 persons more	or	300 - 999 persons		00 - 299 persons		- 99 rsons		- 29 rsons	ow	blicly ned o	
														affiliated	to the s	ers of all ame enter end of Ju	rprise (company)	1		2		3		4		5		6	
Tr	ansfer of regul	ar employ	ees	"Part	t-time	nployees workers" reekly work l	efer to	Thos or the for m	e who a e who a ose who nore tha	are emp are emp are er an 18 da	oloyed fo oloyed or nployed ays per m	r a peri a fixe on a da onth d	-fixed term iod of over d term bas hily basis, a uring the p work hour	one mo is for a p nd those previous	e who w	were em	ployed		}_	➤ To	o be count to be count employment office, or t	ed in	the Sec a tempo	tion of orary ba	sis or	on a da	ly basis	" (II),		
	Classificatio	on				employees a ne 2010	s New (inclusion) work reins comp	over ly empi iding s	(A) loyed econded worked fter the of the	iod of J	Transfe the sam (compa	(B) rred from the enter ny), we gained	om within	switch regula emplo tempo daily	ned to ar emp syment orary b basis o	asis or o	om a period	Resigned seconded workers	(A) (including I workers a reinstated soletion of the	od Jul	Workers who took up other positions within the same enterprise (company), workers for whom wages have been				(5) Number of regular employees as at the end of December 2010 (1) + (2) \pm (3) - (4) = (5)					
-		(I)	Ti	nousand		Persor	s Thousan	d	-	Persons	Thousand		Person	Thousand			Persons	Thousand	-	Person	Thousand		1	Persons	Т	housand	÷	I	Persons	
	nominal regular			_						/										_			_	4	_			_		
Train	Employment on a ter or on a daily	mporary basis									Ų				<u>:</u>									a	- !	_		-		
	Male to	tal																						a		i	i			
	nominal regular	(III) employees												+											:					
гетаве	Employment on a ter or on a daily	(IV) mporary basis basis												-																
	Female t	otal																						b		į		į		
Т	otal of male an	(V) d female	A				В								_	_	_	С						Γ)					
		(VI) Male													_		/							c						
p	Of which, art-time workers	(VII) Female													_	_	/							d						
0.		Total of male and female				:												-	-					E				-		
	which, workers conded from other enterprises	(VIII)									`	_	_		_						`	\	_				į			

This is necessary to identify the number of persons to fill in the Survey Form for New Employees and the Survey Form for Resigned Employees distributed with this Survey Form.

With regard to the extraction method and extraction rates, please refer to the attached guidance of how to fill it in. Extraction rates may vary, depending on the industrial classification as well as on the number of regular employees as at the end of June 2010 (Section (V) A).

	((.))						
Extraction	(1) 114111111111111111111111111111111111	(2) Extraction	(3) Number of new	Extraction	(1) 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	(2) Extraction	(3) Number of resigned
	(transcribe the data in Section (V) B)	rates	workers surveyed		(transcribe the data in Section (V) C)	rates	workers surveyed
of new				of resigned			
workers				workers			
		/				/	