

OUTLINE OF THE SURVEY
ON THE SERVICE INDUSTRY BY MITI

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OUTLINE OF THE SURVEY ON THE SERVICE INDUSTRY BY MITI

**SERVICE INDUSTRY STATISTICS & RESEARCH OFFICE
RESEARCH & STATISTICS DEPARTMENT
MINISTRY OF INTERNATIONAL TRADE & INDUSTRY**

INTRODUCTION

In the Service Industry Statistics Survey Office, we conduct two important statistical surveys on service activities and compile index numbers concerning activities of tertiary industries. Indicative of the growing various service industries in Japan, we can use these indicators to observe their economical structure and recent trends. This paper, which gives an outline of these indicators, aims at helping statistical users understanding them.

I. SURVEY OF SELECTED SERVICE INDUSTRIES

1. Objectives of Survey

The main purposes of this survey are to research the activities and current business situation regarding service industries, and to obtain basic data which are necessary for the planning, management and administration of service industries.

This survey started in 1973 as the Designated Statistics No.113 based on the Statistics Law. Thereafter, it has been carried out every year.

Respondents are, in principle, the establishments conducting those activities, but the activities featured by enterprises are often preferred. They are under legal obligation to report under that law.

2. Date of Survey

The date of survey is November 1st of every year, in principle. The date is postponed to December 1st of a year when the end of the chronological number is 0 and 5, to avoid congested work of prefectural offices due to the Population Census executed on October 1st of every fifth year.

3. Scope

Five industrial activities, which are Goods Rental & Leasing, Information services, Advertising, Credit card services, and Engineering, are surveyed every year. A number of vital service industries selected in that year are surveyed. The industries surveyed up to date are listed in Table 1.

4. Subject Matters

A Questionnaire is designed separately according to each activity, and the subject matter in each questionnaire is different in relation to the type of activity.

Main subject matters is as follows:

- (1) Legal organization, value of capital (or investment)
- (2) Head or branch, opening year of the business
- (3) Number of employees
(by each section, occupation, sex)
- (4) Yearly sales value
- (5) Percentage of sales by industry*
- (6) Percentage of sales by business type (or commodity)*
- (7) Number of members, entrance fee #
- (8) Number of users, fee of use or admission #
- (9) Tangible fixed assets acquired for business, business expenses
- (10) The present condition of the business operation

The subject matter items with an * mentioned above are concerned only with business services. Also the amount of contracts on Leasing of goods and the amount of orders received on Engineering Services are additionally surveyed. The subject matter items with a # are concerned only with personal services, and on some of them the seasonal conditions of the business (by month or by weekday), etc., are surveyed additionally.

The subject matter (10) "the present condition of the business operation" is different from the other items, in that its intention is to catch the manager's subjective feelings on business conditions, without objective figures.

5. Method of Survey

The survey is conducted through the route of the Research and Statistics Department of MITI, each Prefecture and the enumerators. Each prefecture is able to entrust a part of the work to the city/town/village in case. The enumerator, appointed by the governor of each prefecture, distributes a questionnaire to each object establishment or enterprise; he (or she) collects it after it is filled out by each respondent (establishment or enterprise).

Route of the survey is as follows:

MITI ----- Prefectural Government ----
----- (city/town/village) ---- Enumerator ---- Respondent

6. Publication

A provisional report, an aggregate of round figures of the major subject matter, item is published as one compiled publication together with all surveyed activities about eight months after the date of the survey.

A detailed report, an aggregate of overall matters in the survey, is

published as separate publications by each surveyed activity about one year after the date of the survey. And it is also published on computer magnetic tapes.

Table 1. List of the Surveyed Industries

No.	Industry	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92
1	Goods Rental & Leasing	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2	Information Services	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
3	Advertising	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
4	Credit Card Services							○					○					○	○	○	○
5	Engineering Services										○			○		○	○			○	○
6	Design Services	○	○					○			○			○					○		○
7	Consultant Services	○	○					○				○									
8	Movie Houses			○	○				○											○	
9	Golf Courses			○	○				○					○			○			○	○
10	Issuing of Environment Certificates					○	○			○			○								
11	Trading Stamp Services							○													
12	Tennis Courts								○										○		
13	Bowling Alleys								○							○					○
14	Display Services									○					○					○	
15	Machinery Design											○							○		
16	Funeral Services														○						
17	Bicycle Renting														○						
18	Amusement Parks														○						
19	Fitness Clubs																	○			○
20	Golf Practice Places																		○		
21	Resort Clubs																			○	
22	Duplicating Services																				○

7. Description of Activities in the Survey

(1) Goods Rental & Leasing

These activities have been surveyed every year since this survey started.

It covers the industrial activities of renting or leasing goods for business use, such as industrial machinery & equipment (including construction machinery), office machinery and computer & allied equipment. (The objects cover the establishments only in urban areas.)

It includes "general leasing" which is the collective leasing various goods of not only machinery but articles for personal use. It also includes the establishments which conduct these activities as side businesses.

On other hand, it does not include the establishments which handle only articles for personal use, such as passenger cars, sporting articles and amusement articles, so called, "car rental shops", "video rental shops" or "dress rental shops", and so on.

Differences between rental and leasing are: the former is a system to lend goods prepared in the shop to unspecified users on a relatively short term, the latter is a system to lease goods specified by the user with contract for several years, at least one year.

(2) Information Services

These activities have also been surveyed every year since this survey started.

The survey covers the following industrial activities. (The objectives of the survey cover establishments only in urban areas):

- a. Compilation of computer programs and related services such as research, analysis, consultation, etc.
- b. Calculation services with computer by contract

- c. Entering services in data media (entering in punch cards, magnetic tapes, floppy disks, etc.)
- d. Data offering services of collected, processed or accumulated information
- e. Management services of user's information processing systems, computer room, etc.
- f. The work of marketing research or think tank
- g. Machine time sales

It does not include the establishments which sell only software products produced by other establishment or/and news agencies, inquiry offices, advertising businesses, newspaper offices or broadcasting stations.

The activities of computer rental or leasing are not included in this category, but in the category of "Rental & leasing of goods" mentioned above.

(3) Advertising

Like the above two activities, this activity has also been surveyed every year since this survey started.

It covers the following industrial activities. (Objectives of survey cover the establishments only in urban areas):

- a. Publicity services for clientele, contracting with enterprises of advertising media such as newspapers, magazines, television, radio or others
- b. Services related with outdoor advertising structures and materials (neon signs, ad balloons, billboards, signboards, poster placement, advertisement towers, etc.)
- c. Advertising services by handbills, direct mail, and the like

This includes establishments which conduct these activities as side business. But it does not include establishments conducting the self-

advertising of their own business (advertising section of the enterprise)

The following activities are not included in the survey: printing only of handbills, carrying only of handbills and samples, or addressing only of direct mail, or the making only of advertising materials.

Also, it does not include the activities which are regarded as management of their own buildings though they may involve outdoor advertising structures and materials.

(4) Credit Card Services

These activities were surveyed in 1979 and 1984, and since 1989 they have been surveyed every year.

It covers industrial activities regarding the publishing of "credit cards" for consumers (member), the guarantee of purchase goods or services from member shops, and advance, charge and collect purpose money for them.

Objectives of the survey cover the enterprises (establishments up until the 1984 survey) belonging to the following origins of the companies of credit card businesses:

- a. Banks (including other financial organs) line
- b. Credit agencies
- c. Medium and small trading associations
- d. Department stores and bulk selling shops
- e. Distributor line
- f. Electrical manufacturing company line
- g. Electrical machinery retailers
- h. Petroleum dealers

It includes the enterprises which conduct these activities as side businesses.

The following activities are not included in the survey: mail order companies, route sales companies, car dealers, car maker line credit companies, credit guarantee companies, private financial institutions, consumer loan companies.

(5) Engineering Services

These activities were surveyed four times in the 1980s, with the objective of surveying every year after 1991.

It covers the industrial activities of construction, by a contract with customers, of higher functional plants and equipment with an efficient combination of techniques, material, machinery, equipment and so on. That is, the combination of integrated or several types of work such as prior consulting, basic design, detail design, procurement, construction, installation, trial operation, maintenance and so on.

Objectives of the survey cover the enterprises only in urban areas (enterprises are preferred instead of establishments through the feature of the activities).

The following activities are not included in the survey:

- a. Single work of machinery design, ship building, construction, etc.
- b. Single work of design, assembling, and installation of machines with customers' demand
- c. Single work of consulting
- d. General commercial corporations
- e. General construction corporations

(6) Design Services

These activities were surveyed seven times (in 1973, 1974, 1979, 1982, 1985, 1990 and 1992).

The survey covers the industrial activities of designing and draw-

ing plans for business purposes, concerning the production or creation of usable commodities, ornament or other objects, and material, processes, shapes, colors, designs, settings, illumination, and so on (Objectives of the survey cover the establishments only in urban areas.). Type of design in the survey are as follows: industrial, craft, jewelry, package, graphic, sign, display, interior, textile, fashion, miscellaneous (design of gardening, architecture, city planning, etc.), design consulting.

The following activities are not included in the survey:

- a. Private design work conducted as side business
- b. Artist, technologist
- c. Incidental design work forming parts of main work such as decoration, display, interiors and so on
- d. Design work which is conducted in the process up to production and sales (for example, tailors & dressmakers, jewelers & metalworkers, cabinet workers & furnishers, pottery artists, interior decorators, etc.)

(7) Consultant Services

These activities were surveyed in 1973, 1974, 1979 and 1983.

The survey covers industrial activities which conduct all or several sets of the work such as examination, instruction, training, research and so on, for clientele for business management or technology (Objectives of the survey cover the establishments only in urban area).

It includes the establishments which conduct these activities as side business.

The types of consulting are as follows:

- a. business management consulting: personnel affairs, finance, materials & purchase, production, sales, research & development, office work, training & seminars, etc.
- b. Technology consulting: planning, research, designing, analysis,

examination, assessment and their instruction

(8) Movie Houses

This activity was surveyed in 1975, 1976, 1980 and 1991.

The survey covers the establishments where movies are shown as a business (Objectives of the survey cover the establishments not only in urban areas but in the country as well.).

The definition of "Movie Houses" in this survey, in detail, is as follows:

- a. Permanent establishments playing movies periodically or intermittently, that are in receipt of films by contract to play in a certain period with the film delivery company.

Permanent establishments are, the standing buildings and facilities which have equipment to show movies, such as projectors, audience seats and so on.

- b. Establishments featuring dram or entertainment together with the above mentioned work.

It does not include establishments which conduct only leasing of movie facilities.

(9) Golf Courses

This activity was surveyed seven times (in 1975, 1976, 1980, 1985, 1988, 1991 and 1992).

The survey covers the establishments of business, which are facilities to play golf, Courses". It covers both public and private management (objectives of the survey cover the establishments not only in urban areas but in country areas, similar to "Movie Houses").

The definition of "Golf Courses" in this survey is, facilities which have over 18 holes and in which the average hole distance (total distance of the golf course divided by hole numbers) is over 100 meters, or

which have below 18 over 9 holes and in which the average of hole distance is over 150 meters on the whole.

However, it does not include courses which are tentatively opening or closing courses because they cannot be surveyed during the survey period.

(10) Issuing of Environment Certificates

This activity was surveyed four times in 1977, 1978, 1981, 1984).

The survey covers the industrial activities which measure by consignment, environmental conditions, the degree of thickness, noise, vibration, radioactivity and so on, and certificate their results (without regard to the certificating form).

It includes the establishments which conduct these activities as side business. (Objectives of this survey cover the establishments both in urban and country areas.).

Types of activities are: measuring & analyzing the environment, working circumstances, earth pollution, water pollution, floating dust, radioactivity, and so on.

(11) Trading Stamp Services

These activities were surveyed in 1979.

The survey covers establishments which issue and withdraw "trading stamps" and exchange them for a premium, as a whole. (Objects cover the establishments only in urban areas.)

The trading stamp system is where affiliated retail shops issue coupons, "trading stamps", with commodities for their sales promotion, and receivers, that is purchasers of the commodities, are able to collect and exchange them for a premium.

However, this does not includes the work as proxy under contract with trading stamp establishments; or single exchange work.

(12) Tennis Courts

This activity is surveyed in 1980 and 1990.

The survey covers the establishments which are business facilities to play the game of tennis, "Tennis Courts". It covers the private managed establishments only, and publics managed are excluded in the survey. (Objectives of the survey cover both urban and country areas.)

(13) Bowling Alleys

This activity was surveyed in 1980, 1987 and 1992.

The survey covers the establishments which are business facilities to play the game of bowling, "Bowling Alleys". (Objectives of the survey cover both in urban and country areas.)

It does not include the alleys constructed in hotels or inns for their guests' use.

(14) Display Services

These activities were surveyed in 1981, 1986 and 1991.

The survey covers the industrial activities which engage the integrated work of research, planning, design, display, composition, production, supervision of construction, in order to improve function of sales promotion, education, communication and the like, in relation to shops and other facilities (exhibition, entertainment, etc.), and which construct and produce interior decoration, exterior decoration, display equipment, machines (audio, video, etc.) collectively. (Objectives of the survey cover the establishments only in urban areas.)

Only integrated work is included in this survey, and the following types of work are not included, though they are similar to these activities:

- a. Interior designer, display designer, plan & design office
- b. Engineering firms, painting shops, wiring shops
- c. Manufacture of display equipment, sign boards, showcases, mannequins

Similar types of works have been conducted recently, they are not included in the "Display Services", and treated as a part of advertising proceeds.

(15) Machinery Design

This activity was surveyed in 1983 and 1990.

The survey covers the industrial activities which, on contract, determine the structure of machines by originality and invention, and draw up the assembling diagrams and detail plans to make their machines (Objects of the survey cover both urban and country.).

It includes the establishments which conduct these activities as the side business.

(16) Funeral Services

This activity was surveyed in 1986.

The survey covers the establishments which contract the complete work concerning funerals, including the renting of particulars. (altar, etc.), offering of services (steering of rite, etc.) and delivery of incidental goods) (Objectives of the survey cover both in urban and country areas.)

It does not include the establishments contracting only the following types of work:

Mediation of funeral rites, mediation of mass, conveyance of

motor hearse, sale of floral tributes, sale of altars, sale of graves or graveyards, sale of acknowledgment of obituary gifts, manufacture of hearses or altars

In addition the following activities are not included in the survey:

- a. Religious elements such as shrine, temple, church, etc.
- b. Territorial society such as a street society, neighborhood assembly, women's society, etc.
- c. Mutual aid organization of agriculture cooperatives, fishery cooperatives, livelihood cooperatives, etc.
- d. Local governments (cities/towns/villages)

(17) Bicycle Renting

This activity was surveyed in 1986.

The survey covers the establishments renting bicycles (ex. monocytes or modified bike equipment) as business.

It covers only the establishments held over ten rental bicycles at the peak for the past one year, owing to define clearly the performance of business.

The following activities are not included in the survey:

- a. Rental bicycle services free of charge
- b. Activities in hotels or inns for their guests' use, or when proceeds cannot be counted separately because they are included in the hotel rate
- c. Bicycle rental services in amusement parks conducted on the part of their business, because these activities are included in the "Amusement Parks survey " category.

(18) Amusement Parks

This activity was surveyed in 1986.

The survey covers the establishments which offer natural surroundings (trees, ponds, etc.) and amusement facilities of a certain scale offering pleasure to their attendants.

The following activities are not included in the survey:

- a. Single facilities on a roof or indoors not to have natural circumstances
- b. Gardens or parks not having amusement facilities
- c. Zoological gardens, botanical gardens, aquariums, museums or single facilities and fields for athletics

Also, the proceeds of rental bicycle services, zoological and botanical gardens, aquariums, etc. inside of "Amusement Parks" must be included in total proceeds of them.

(19) Fitness Clubs

This activity was surveyed in 1989 and 1992.

The survey covers the establishments which offer indoor sports facilities to their users, and instruct and train to help them maintain good health and develop physical strength. The objectives should satisfy the following three items:

- a. Sports facilities to maintain health and strength such as indoor pools, training gymnasiums, stadiums, etc.
- b. Carrying out a system of membership
- c. Employing trainers or instructors

(20) Golf Practice Places

This activity was surveyed in 1990.

This survey covers the establishments which offer outdoor facilities which have a tee shot position to practice golf. It includes the establishments side business.

The following activities are not included in the survey, though they are golf practice places:

- a. Roof or indoor facilities
- b. Practice facilities built within golf courses
- c. Miniature courses, or places of bunker or putter practice only
- d. Exclusive facilities (e.g. welfare facilities in company)
- e. Facilities for golf school use

(21) Resort Clubs

These activities were surveyed in 1991.

The survey covers the establishments which hold or manage facilities in resort, intended for holiday makers, for raising membership, by receiving fees mainly. That is, objects of membership system satisfy the following two terms together.

- a. The facility industry holding or managing the resort by its own company
- b. Offering services of the facilities by one's own company

Note the facilities on sale are not included in the survey.

(22) Duplicating Services

These activities were surveyed in 1992.

The survey covers the establishments which conduct, as business, duplication of drawings, maps, and other documents with duplicating machines. (Objects cover the establishments only in urban area.)

The following activities are not included in the survey:

- a. Duplicating of photograph or movie films**
- b. Printers or bookbinders**
- c. Duplicating work for personal services conducted by retailers**

II. CURRENT STATISTICS SURVEY OF SELECTED SERVICE INDUSTRY

1. Objects of Survey

Purposes of this survey, are to interpret business conditions timely by conducting a monthly survey on proceeds and the situation of service activities, and to obtain basic data necessary for the administration of various industrial policies.

This survey started in December of 1987 as the Approved Statistics which was based on the Statistical Reports Coordination Law. Thereafter, it has been carried out every month.

Respondents are enterprises. While establishments are adopted mainly in the "Survey of Selected Service Industries".

2. Scope

The following 3 industrial activities are surveyed. (These are surveyed every year in the "Survey of Selected Service Industries".)

- (1) Goods Rental & Leasing
- (2) Information Services
- (3) Advertising

Objectives of the survey cover the enterprises which accounts for about 70 percent of the proceeds in each activity

3. Date of Survey

Respondents are requested to send the questionnaires, filled out by themselves, by the 27th the following month.

The questionnaires are sent by mail to MITI directly, while enumerators collect the "Survey of Selected Service Industries".

4. Subject Matters

A Questionnaire is designed separately for each activity. The subject matter in the monthly survey is as follows:

- (1) Name of the enterprise, location
- (2) Number of establishments owned
- (3) Number of persons regularly engaged
- (4) Value of sales (or contracts, purchases) for the month
- (5) Breakdown of the value

At the end month of each quarter (March, June, September and December), the following items are inquired about additionally.

- (6) Future forecast
- (7) Satisfaction with number of employees
- (8) Judgement of cash position

5. Publication

A provisional report is published in the middle of the second month after the survey. The confirmed report is published at the end of two months after the survey.

Approval no. _____
Approval Period _____

CONFIDENTIAL

CURRENT STATISTICS SURVEY OF SELECTED SERVICES

Goods Rental & Leasing
(Leasing)

Year _____ Month _____

Destination	M. I. T. I.
Reporting Period	27th of next month
Volume	1 copy

ACTIVITIES REFERENCE No.
1 - _____

1. Name of Enterprise etc.	a. Name of Enterprise	c. Number of Establishments Total Leasing Establishments	101		
	b. Location Postal Code (-) Tel. () -		102		

2. Number of Persons Regularly Engaged
Enter the number of persons regularly engaged in the Leasing business in your enterprise as of the end of the month.
201 _____ persons

Note: Persons Regularly engaged are those persons who fell under following categories as of the end of the month.
1) Contracted with for an undetermined employment period, or for one month or more.
2) Employed for 18 days or more in each of the past two months, even if they were contracted with for a period of less than one month or for daily employment.
3) Directors or managers currently working as regular members and receiving payment.
4) Family members of individual proprietors working and receiving income as employees.

3. Value of Contracts and Goods Purchased During the Month
a. Enter the value of contracts (incl. excise tax) on the Leasing business for your entire enterprise during the month (refer to Notes 1 and 2).
Value of Contracts
301 _____ ten thousand yen

b. Enter the total and individual values of goods purchased related to the Leasing business for your entire enterprise during this month (refer to note 3). (ten thousand yen)

Note 1: "Leasing" means business to make use of goods under the following conditions, and excludes rental.
1) Usage period of the goods is more than one year. (contract)
2) No provision in the contract for cancellation during the period.
Note 2: Value of a contract is a total charge, which is the value of goods purchased to which interest, fixed assets tax, administration expenses and so on are added.
Note 3: Value of goods purchased is a value of goods procured by leasing contract, and it comes to a value filled up to the loan account of fixed assets in balance sheet, during the month.

Items	No.	Value of Goods Purchased
Industrial Machinery	311	
Machine Tools	312	
Transportation Vehicles & Equipment	313	
Information-Related Machines & Equipment	314	
Office Machines & Equipment	315	
Commercial Machines & Equipment	316	
Medical Instruments	317	
Others	318	
Total	319	

[DETAILS OF TREATED GOODS]

- 1) Industrial Machinery Automatic assembly machinery, Industrial robots, Iron machinery, Chemical machinery, Textile machinery, Mining machinery, Food processing machinery, Paper making machinery, Industrial furnaces, etc.
- 2) Machine Tools Lathes, Drilling machines, Boring machines, Milling machines, Planers, Grinders, Gear cutting machines, Electrodischarge machines, Machining centers, etc.
- 3) Transportation Vehicles & Equipment Passenger cars, Trucks, Buses, Special vehicles (Tank trucks, Trailers, etc.), Rolling stock, Industrial vehicles (Fork-lift Trucks, etc.), Loading & conveying machines (inc. Containers & Palettes), etc.
- 4) Information-Related Machines & Equipment Computers & related machines (inc. Soft-ware, CAD/CAM), Wire & wireless communications equipment, Broadcasting equipment, Automatic telephone switching systems, Facsimile machines, etc.
- 5) Office Machines & Equipment Cash registers, Word processors, Typewriters, Duplicators, Office articles & fixtures, Air-shooters, etc.
- 6) Commercial Machines & Equipment Commercial cooking equipment, Freezers, Showcases, Refrigerators, Vending machines, Restaurant equipment, Commercial articles & fixtures, etc.
- 7) Medical Instruments Diagnostic equipment, Diagnostic instruments, Surgical instruments, Treatment apparatuses, Examination instruments, Dental instruments, Electronic medical equipment, etc.
- 8) Others Construction machinery, Physics & chemistry instruments (excluding Medical Instruments), etc.

* Please enter the following items on these questionnaires for March, June, September and December only, because these are quarterly-surveyed items. It is not necessary to make entries for other months.

4. Future Forecast

Circle your choices in the table on the right concerning your forecast of Leasing market trends.
(Judgement of actual trends without seasonal factors)

Treated goods	No.	Forecast Judgement		
		A	B	C
Total Leasing Contracts	401	rise	level off	decline
Industrial Machinery	402	rise	level off	decline
Machine Tools	403	rise	level off	decline
Transportation Vehicles & Equipment	404	rise	level off	decline
Information-Related Machines & Equipment	405	rise	level off	decline
Office Machines & Equipment	406	rise	level off	decline
Commercial Machines & Equipment	407	rise	level off	decline
Medical Instruments	408	rise	level off	decline

5. Satisfaction with Number of Employees

Circle your choice in the table on the right with regard to number of employees.

	A	B	C
501	Insufficient	Correct	Surplus

6. Judgement of Cash Position

Circle your choice in the table on the right with regard to cash position.

	A	B	C
501	Have reserves	Not Severe	Severe

Name & section of person to be contacted regarding this report

Name of respondent

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY (SERVICE INDUSTRIES STATISTICS AND RESEARCH OFFICE)

Approval no.
Approval Period

CONFIDENTIAL

CURRENT STATISTICS SURVEY OF SELECTED SERVICES

Goods Rental & Leasing
(Rental)

Year Month

Destination	M. J. T. I.
Reporting Period	27th of next month
Volume	1 copy

ACTIVITIES	REFERENCE N
2	

1. Name of Enterprise etc.	a. Name of Enterprise	c. Number of Establishments Total Rental Establishments
	b. Location Postal Code (-) Tel. () -	
		101
		102

2. Number of Persons Regularly Engaged
Enter the number of persons regularly engaged in the rental business in your enterprise as of the end of the month.

Note: Persons Regularly engaged are those who fell under following categories as of the end of the month.

- 1) Contracted with for an undetermined employment period, or for month or more.
- 2) Employed for 18 days or more in each of the past two months, even if they were contracted with for a period of less than one month or for daily employment.
- 3) Directors or managers currently working as regular members and receiving payment.
- 4) Family members of individual proprietors working and receiving income as employees.

201 persons

3. Value of Rental Sales During the Month
Enter the total and individual value of sales (incl. excise tax) on Rental business for your entire enterprise during this month

Note: Leasing activities are excluded in this survey, which is the business for making use of goods under the following conditions.

- 1) Usage period of the goods is more than one year.
- 2) No provision in the contract for cancellation during the contract period.

ten thousand yen

Items	No.	Value of Sales
Industrial Machinery & Machine Tools	301	
Construction & Engineering Machinery	302	
Information-Related Machines & Equipment	303	
Office Machines & Equipment	304	
Others	305	
Total	306	

- [DETAILS OF TREATED GOODS]
- 1) Industrial Machinery & Machine Tools Automatic assembly machinery, Industrial robots, Iron Chemical Textile Food processing machinery, Mining machinery, Industrial furnaces, Lathes, Drilling machines, Milling machines, Grinders, Machining centers, etc.
 - 2) Construction & Engineering Machinery Excavating equipment, Grading equipment, Concrete equipment, Construction cranes, Construction work ships, Installation materials (incl. Engineering elevators), etc.
 - 3) Information-Related Machines & Equipment Computers & related machines (incl. Software, CAD/CAM), Personal computers, communications equipment, Broadcasting equipment, Automatic telephone switching systems, Facsimiles, etc.
 - 4) Office Machines & Equipment Cash registers, Word processors, Typewriters, Duplicators, Office articles & fixtures, Air-shooters, etc.
 - 5) Others Transportation vehicles & equipment, Commercial machinery & equipment, Medical instruments, etc.

* Please enter the following items on these questionnaires for March, June, September and December only, because these are quarterly-surveyed items. It is not necessary to mark entries in other months.

4. Future Forecast

Circle your choices in table on the right concerning your forecast of Rental market trends.

(Judgement of actual trends without seasonal factors)

Treated goods	No.	Forecast Judgement		
		A	B	C
Total Rental Sales	401	rise	level off	decline
Industrial Machinery & Machine Tools	402	rise	level off	decline
Construction & Engineering Machinery	403	rise	level off	decline
Information-Related Machines & Equipment	404	rise	level off	decline
Office Machines & Equipment	405	rise	level off	decline

5. Satisfaction with Number of Employees

Circle your choice in the table on the right with regard to number of employees.

	A	B	C
501	Insufficient	Correct	Surplus

6. Judgement of Cash Position

Circle your choice in the table on the right with regard to cash position.

	A	B	C
801	Have Reserves	Not Severe	Severe

Name & section of person to be contacted regarding this report

Name of respondent

Approval no.
Approval Period

CONFIDENTIAL

Destination	M. I. T. I.
Reporting Period	27th of next month
Volume	1 copy

ACTIVITIES	REFERENCE No.
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3			
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Year Month

1. Name of Enterprise etc.	a. Name of Enterprise b. Location Postal Code () Tel. ()	c. Number of Establishments Total Information Services Establishments																																																
		101 102																																																
2. Number of Persons																																																		
a. Number of persons regularly engaged in the information services business in your enterprise as of the end of the month.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Engineers</td> <td style="width: 10%;">201</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Others</td> <td>202</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>203</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Engineers	201					Others	202					Total	203					Note: Persons Regularly engaged are those who fell under following categories as of the end of the month. 1) Contracted with for an undetermined employment period, or for one month or more. 2) Employed for 18 days or more in each of the past two months, even if they were contracted with for a period of less than one month or for daily employment. 3) Directors or managers currently working as regular member and receiving payment. 4) Family members of individual proprietors working and receiving income as employees.																														
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c. Total man-days of persons accepted as dispatches from other enterprises.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">212</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	212						total man-days																																										
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Enter the total and individual values of sales (inc. excise tax) for the information services for your entire enterprise during this month.																																																		
ten thousand yen																																																		
Items	No.	Value of Sales																																																
Software Products & Custom Software	301																																																	
Processing Services (on-line)	302																																																	
Processing Services (off-line)	303																																																	
Data Entry Services	304																																																	
Management & Operations on Commission	305																																																	
Data Base Services	306																																																	
Research & Various Services	307																																																	
Total	308																																																	
[CONTENTS OF EACH SERVICE]																																																		
1) Software Products & Custom Software Development and compilation (inc. modification) of software (easy-order, ready-made and custom-made). 2) Processing Services (on-line) Calculation services by use of telecommunication circuits, concerning payroll, inventory management, sales management, scientific calculations, operations research, statistical analysis, forecasting and so on. 3) Processing Services (off-line) Calculation services by use of input media for computers such as punch cards, magnetic tape s, flexible disks, etc., concerning payroll, inventory management, sales management, forecasting and so on. 4) Data Entry Services Services for entering data onto recording media of computers. 5) Management & Operations on commission Conducting and operating services, by acceptance of order, for user's information processing systems and computer facilities by dispatch of machine operators, key punch operators and so on. 6) Data Base Services Services for providing information by collection, modification and storage of data. 7) Research & Various Services Marketing Research, Public Opinion Polls, Think-Tank Services, Consulting Services, Seminars, Training & Instruction, etc.																																																		
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Approval no. _____
Approval Period _____

CONFIDENTIAL

CURRENT STATISTICS SURVEY OF SELECTED SERVICES

Advertising

Year _____ Month _____

Destination	M. I. T. I.
Reporting Period	27th of next month
Volume	1 copy

ACTIVITIES 4 -- REFERENCE NO. _____

1. Name of Enterprise e.t.c.		a. Name of Enterprise		b. Location Postal Code () Tel. ()		c. Number of Advertising Establishments 101																																																																															
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III. INDEX NUMBERS

OF TERTIARY INDUSTRIES' ACTIVITIES

1. Outline

(1) Evolution of the Indexes

The "Index Numbers of Tertiary Industries' Activities" are indicators used to observe trends in tertiary industries in general, and are compiled and published every quarter.

These indexes were first developed in 1974, and trial figures were published in August, 1976 (1970 based indexes). They were improved as necessary through the counsel of the concerned authorities, and 1975 based indexes were published regularly starting in October, 1978 (quarterly and monthly figures from 1973 onward, calendar and fiscal yearly figures from 1970 onward).

The indexes were later revised to be based on 1980, the present indexes are 1985 based.

(2) Kinds of Indexes

The following six series of indexes are compiled by industrial group and special group.

- a. Monthly Original Indexes
- b. Quarterly Original Indexes
- c. Annual (calendar year) Indexes
- d. Annual (fiscal year) Indexes
- e. Monthly Seasonal Adjusted Indexes
- f. Quarterly Seasonal Adjusted Indexes

The method for seasonal adjustment will be described later.

2. Basic Concepts and Definition

The purpose of these indexes is to observe the situation of industrial activities in tertiary industries. Methodologically, the indexes are aggregated time series indicating individual activities by value added weight as a measure which reflects relative importance between activities.

The activities in these indexes are, in principle, industrial activities which are performed as a business, without regard for whether or not they are profit-making activities. That is, their scope is confined to transaction activities in the market, own-sector input (self-consumption) is excluded. However, although they are not associated with transactions in the market, "Non-profit bodies" such as Public Administration, Religious Organizations and Labor Unions are included in the scope of the indexes because of the necessity to observe trends in the economy and in the service industry collectively.

3.Scope of Industries

Tertiary Industries, that is, the following industries in the JSIC (Japan Standard Industrial Classification), are covered in the indexes. The indexes do not cover Agriculture, Forestry and Fishing (these are called Primary Industries) or Mining, Construction and Manufacturing (these are called Secondary Industries):

- G- Electricity, Gas, Heat & Water Supply
- H- Transportation, Communications
- I- Wholesale, Retail Trade, Eating & Drinking Places
- J- Finance, Insurance
- K- Real Estate
- L- Services
- M- Public Administration

(The initial letters are classification codes in the JSIC)

4.Methodology

(1)Base Year

The base year of the present indexes is 1985. The indexes are indicated as a ratio of the averaged volume in 1985.

The base period is established as the year with a chronological number ending in 0 and 5, and is revised together with the weights every five years.

Note; the Statistics Council submitted a proposal in March 1981 that the base period for index numbers should be

renewed every five years, and should be a year with a chronological number ending in 0 and 5.

(2)Formula

The indexes are calculated as base-weighted arithmetic averages, that is called as " Laspeyres' formula ". That is, they are the aggregate of individual indexes (ratio of the current to the base period of the individual series) by base weights.

The formula is as follows;

$$Q = \sum \frac{W_{oi}}{\sum W_{oi}} \times \frac{q_{ti}}{q_{oi}}$$

(description)

Q-- general index	o-- basic period
W-- individual weight	t-- current period
q-- individual series	i-- series number (1 ~ n)

(3)Weights

The individual weights in the indexes are the value added for those industrial activities in the base year, and they are expressed as a distribution ratio per 10,000 (total weight of Tertiary Industries' Activities).

The value added are estimated from the Input Output Table (Inter-industry Transactions Table) for 1985. However, when some of these can not obtained directly from the I-O Table, they are estimated from more detailed data such as output or operating income in the I-O Table and so on. With activities for which the definitions in the indexes are different from those in the I-O Table, their value added are also adjusted from more detailed data.

The weights of activities that are not covered are distributed in accordance with their proportion to the weights of covered activities belonging to the same groups. (this is called the "blow up" system.)

5. Classification

The indexes fall under two classifications: basic Industrial Group and Special Group.

(1) Industrial Group

The Industrial Group is based on the JSIC, although in a slightly altered form. It has a total of 115 time series composed of 80 basic individual series, their aggregates and optional rearrangements. Among these, 88 series are published (General 1, Large classification 7, Middle classification 14, Individual 53 and Rearrangements 13). The remaining 27 series (all are individual) are not published, and are used for calculating the above aggregated series. The rearrangement series began to be compiled in the 1985-based indexes in order to develop their utility further. (For details, refer to table 2 and table 3.)

(2) Special Group

The Special Group is prepared to classify individual series according to their main character and according to consumer type. The types of activities are divided into "For Establishments", "For Person", "For both Establishments and Person" and "For Public", and activities of the "For Person" type are further divided into "For Living" and "For Leisure". As a result, this is composed of six groups. (For details, refer to table 4.)

6. Selection of Individual Series

The statistics surveys indicating tertiary industries' activities are not as advanced in terms of consolidation as are those for Primary and Secondary Industries. Accordingly these indexes are limited in terms of availability of basic statistics. In addition, the data that indicates activities varies widely between industries, common notional data, such as production and shipment amounts in Manufacturing, cannot be obtained as statistics.

Since it is difficult to select data based on the same conceptions, the typical data for each activity are in the end selected as the most suitable series for indicating the activities. For example, "Generation of Electric Power" for Electricity, "Volume of Traffic" for Transportation, "Value of Sales" for Wholesale and Retail Trade, "Amount of Loans, Securities, Commissions Received" for Financial Institutions and so on. For details, refer to "10. Data Sources by Industrial Activity".

In selecting basic data, output quantity series are preferred first. After that, deflated value series of proceeds and earnings are adopted. When these cannot be obtained directly, other series such as data on utilization (admission numbers, etc.) and consumption (payment value, etc.) are adopted as approximations.

7. Method of Seasonal Adjustment

The seasonal adjustment method is "MITI method III", which is same method as is used for the Index Numbers of Industrial Production (1985 based) compiled by the Ministry of International Trade and Industry.

This method was originally developed by MITI, by improving the traditional moving average method, and it is applied using the Multiplication Model. The seasonal indexes are calculated from the most recent five years series (supplementary, with 2 months data to the front and the rear), and are renewed every year.

8. Publication

Quarterly indexes and the related monthly indexes are published 2 months after the end of each quarter, with revised figures for the previous term. The name they are issued under is "DAISANJI SANGYO KATSUDO NO DOKO" (Trends of Tertiary Industries' Activities).

"Index Numbers of All Industrial Activities" are also compiled and published in that issue, which are aggregated together with the Index Numbers of Tertiary Industries' Activities and the Index Numbers of Industrial Production, as well as calculations of Construction Indexes and, annually, Primary Industry Indexes.

9. Revision of Figures

As stated above, in publishing the indexes every quarter, the previous indexes are recalculated and the prior figures are revised if necessary. Revisions are given mainly for provisional data for delay of the final, and for monthly substitutions for annual data. And revisions also occur with renewal of the seasonal indexes every year. the major revisions by time period are as follows;

(1) In publications for the next quarter

For every quarterly calculation, the indexes are in part compiled using estimated figures, because monthly settlement data cannot be obtained in time. This data is corrected into a final form and the series of indexes are revised in the publication for the next quarter.

(2) Annual Revision

(In publication of the January-to-March Quarter)

a. Revision with Renewal of Seasonal Indexes

In this period of every year, as settlement of the monthly data for the previous year and most recent two months, the seasonal indexes are renewed and the series of indexes are readjusted using new seasonal indexes.

b. Replacement of Monthly Substitution

When monthly data available are used provisionally for each quarter even though other data that is only available annually is preferable for indicating the activities, at that period, the former data are replaced with the latter distributed over the previous months, back until the first

month of the previous year.

When data are available annually but not monthly, the monthly figures are provisionally estimated using a "fixed estimation method", which is assumed according to fixed growth by quarter in that year, and then the monthly levels are later corrected with annual data dealt with as bench mark for that period.

(3) In Level Correcting for "Current Survey of Commerce"

The basic date used for Wholesale and Retail Trade are the sales values in the Current Survey of Commerce. This survey is a sample survey, and its figures are revised according to the Census of Commerce, which is the population of the Current Survey of Commerce and is carried out every three years, in order to maintain consistency in levels in both surveys. As revision of that survey, the data relating to the indexes are replaced with new figures, backwards for the whole revised term.

10. Data Sources by Industrial Activity

The main sources of data for each large classification are as follows. (Also refer to table 5.)

(1) Electricity, Gas, Heat & Water Supply

For Electricity and Gas, "volume of output" is adopted. The basic data for Water Supply are, annually, "amount of water collected" for waterworks, "amount of water treated" for sewerage, and "amount of water supplied". Monthly, "water charges" for households are the data used.

(2)Transportation and Communication

a.Transportation

- a) Transportation activities differ slightly by type of transportation, and differ between passenger and freight transportation. Trends are expressed by "ton-kilometers" i.e. the product of the tonnage and the running distance of the freight, and by "passenger-kilometers" i.e. the product of the number of passengers and running distance. the "General Indexes of Transport Activities" published by the Ministry of Transport are compiled according to this view, and they are adopted in these indexes.
- b) The main activities in the warehousing business are storage and loading. The former is expressed by "storage balance at end of month" (assumed as an average over the month), and the latter is expressed by "warehousing volume". For the latter, even though shipments would seem to be preferable as a matter of course, data for shipments cannot be obtained. As a result, the above volume data are adopted by assuming that shipments of the same volume will take place after a certain period.
- c) The main activities in the Travel Services business are making agreements between offerer and traveler, and offering services for transport and lodging related to domestic travel and travel abroad. The data used to express these activities are "value of travel transactions" in deflated form.
- d) Activities in the Traffic Facilities Services business are indicated in terms of utilization of toll highways, terminal facilities and so on. Therefore, "volume of motor vehicles on toll highways" and "transaction volume of freight at truck terminals" are adopted.

b.Communication

"Volume of mail (ordinary, new year greetings and parcels)" is adopted for Postal Services. And "receipt value" in deflated form is used with regard to telephone charges, telegrams, telexes and exclusive circuits, for telecommunications.

(3) Wholesale, Retail Trade, Eating & Drinking Places

a. Wholesale, Retail Trade

Types of data indicating these activities are noted as follows;

- a) value of proceeds minus purchases
- b) volume of proceeds
- c) value of proceeds

However, the first and second types of data are not available. Thus "value of proceeds" in deflated form is adopted in these indexes.

In detail, the adopted data is the "value of sales" calculated by deflating the value of sales according to the Current Survey of Commerce using commodity price indexes (WPI or CPI) corresponding to these activities.

b. Eating & Drinking Places

Owing to a lack of monthly data on proceeds, data are estimated based on "annual utilization charges in eating and drinking places" and "fixed value of special local excise" according to research on collected prefectural taxes, and "expenditures for eating out" according to the Family Income and Expenditure Survey.

(4) Finance, Insurance

a. Finance

Activities in Finance, even though there are some differences between government institutions and private institutions, are classified into fund raising activities such as deposits, and fund operations such as loans. Recently, service activities, such as exchange, bonds and remittances, have been increasing.

In these indexes, the activities of Private Institutions are expressed in terms of data for fund operations and charges, and concretely as deflated "balance of loans", "holdings of securities", and "commissions received". For Government Institutions, activities are expressed as "balance of loans". For Postal Savings they are expressed as "balance of savings".

b. Insurance

The main activities in the Insurance business are original insurance services and fund operations. In these indexes, the data adopted are "value of assets operations" in deflated form for Life Insurance, and "net premiums of principal contractors (including reserve premiums)" in deflated form for Non-life Insurance, which are the receipt value of premiums.

(5) Real Estate

In the Japan Standard Industrial Classification the Real Estate business is classified into five smaller activities such as Ready-built Housing & Land Brokerage, Real Estate Agents & Intermediaries, Real Estate Lessors, House & Room Lessors and Real Estate Operations.

However, the statistical data on these activities is not sufficient, making it difficult to adopt this classifications. Thus the following activities and data are adopted.

a. Real Estate Agents & Intermediaries

"Area of Residential Land Sold"

"Number of Ready-built Housing Units Constructed"

"Number of Multistory Residential Building Sold"

b. Office & Shop Lessors

"Gross Space of Rental Buildings Rented"

c. Residence Lessors

"Housing-rent in Private and Public Operations"

(excluding imputed rent and issued housings)

(6) Services

There is such a wide variety of activities in the Services business that it is difficult to provide a unified conception to cover all the individual activities. In addition, basic data is extremely scarce. In these indexes, an effort is made to adopt the most suitable data from the exsisting data for each activity, according to the above-mentioned selection system.

Generally speaking, data is adopted from the demand side for personal services, from the receipts side for business services, and from the amount of works side for public services.

(7)Public Administration

There is no available monthly data for this sector. For this reason, quarterly "Government Final Consumption Expenditures" in deflated form are adopted. These are one of "The System of National Accounts" series by the Economic Planning Agency.

Table 2. Industrial Classification for Index Numbers
of Tertiary Industries' Activities

< Large Group > Tertiary Industry	< Middle Group >	< Individual Activity >	<Weight> 10000.0
Electricity, Gas, Heat & Water(G) Supply	Electricity, Gas, Heat & Water Supply (GA)	Electricity	512.4
		Gas	512.4
		(Heat Supply)	384.1
		Water	43.2
Transport & Communication(H)			1.0
	Transport(HA)		84.1
			1108.2
		Railways Passenger Transport	815.4
		Railways Freight Transport	116.2
		Road Passenger Transport	4.4
		Road Freight Transport	167.7
		Marine Passenger Transport	274.7
		Marine Freight Transport	3.9
		Air Passenger Transport	101.1
		Air Freight Transport	40.8
		Warehousing	9.8
		Travel Agency	36.0
		Road Transport Facilities Services	16.8
	Communication(HB)		44.0
		Postal Services	292.8
		Domestic Telecommunication	53.3
		International Telecommunication	231.9
Wholesale, Retail Trade, Eating & Drinking Places (I)	Wholesale(IA)		7.6
			2673.1
		General Merchandize	1187.8
		Textile Products	82.2
		Chemical products	54.9
		Minerals and Metals	50.5
		Machinery and Equipment	129.6
		Building Materials	237.3
		Apparel, Apparel Accessories and notions	76.8
		Farm, Livestock and Aquatic Products	105.4
		Food and Beverage	120.0
		Drugs and Toiletries	113.1
		Furniture, Fixture and House Furnishings	46.1
		Miscellaneous Wholesale Trade	35.9
	Retail Trade(IB)		116.0
			1080.2
		General Merchandize	118.9
		Dry Goods, Apparel and Accessories	153.8
		Food and Beverage	328.0
		Motor Vehicles Stores	92.5
		Household Appliances Stores	45.0
		Miscellaneous Retail Stores	342.0

< Large Group >	< Middle Group >	< Individual Activity >	<Weight>	
Financing & Insurance(J)	Eating & Drinking Places(IC)		425.1	
		Eating & Drinking Places	425.1	
	Financing(JA)			1012.6
				738.8
		Bank of Japan		56.1
		Private Financial Institutions		522.0
		Government Financial Institutions		6.6
		Postal Savings		41.9
		Securities Brokers & Dealers		112.2
	Insurance trade(JB)			273.8
		Life-Insurance Companies		203.8
Insurance Against Loss			70.2	
Real Estate(K)			673.1	
	Real Estate Trade & Brokers(KA)		62.1	
		Real Estate Trade & Brokers	62.1	
	Real Estate Lessors (KB)	Office, Store etc. Lessors	340.5	
Services(L)		House Lessors	270.5	
			3365.6	
	Services for Person(LA)			851.1
		Hotels, Boarding Houses, Other Lodging Places		119.8
		(Laundries)		64.1
		(Barbershops)		29.7
		(Beauty Parlors)		50.6
		(Bathhouses)		13.1
		(Photographic Studios)		28.6
		(Funeral Services & Crematories)		15.6
		Motion Pictures		17.6
		(Theaters, Performances & Theatrical Companies)		16.6
	Services for Establishment(LB)	Bicycle Race, Horse Race & Other Public Race		60.0
		(Sports Facilities, Amusement Facilities & Amusement Parks)		258.6
		(Automobile Parking)		13.8
		(Automobile Repare Services)		118.5
		(Individual Instruction Places)		44.5
				827.6
		Goods Rental & Leasing		189.1
		Automobile Rental		12.8
		Radio & Television Broadcasting		55.1
		Information Services		192.3
		Advertising		61.3
		(Building Maintenance Services)		102.4
		(Professional Services)		174.4
		(Guard Services)		40.2

< Large Group >	< Middle Group >	< Individual Activity >	<Weight>
Government(M)	Public Services		1886.9
		(Medical & Other Health Services)	583.2
		(Public Health)	22.7
		(Waste Management Services)	104.3
		(Religion)	52.1
		(School Educational Services)	654.0
		(Social Educational Services)	21.2
		(Social Insurance)	32.5
		(Social Welfare)	64.1
		(Research Institutes of Science & Art)	38.9
	(Political, Business & Cultural Organizations)	113.9	
	Government(MA)		655.0
	Government		655.0
	< Rearranged Groups >		
Tertiary Industries (excluded Electricity, Gas, Heat Supply & Water)			9487.8
Tertiary Industries (excluded Government)			9345.0
Passenger Transport			328.8
Freight Transport			390.0
Wholesale & Retail Trade			2248.0
Services for Person (For Living)			334.0
Services for Person (Culture & Amusement)			517.1
Public Services (Medical Services & Social Guarantee)			702.5
Public Services (Educational and Research Institute of Science & Art)			714.1
Public Services (Organizations & Others)			270.3
Service Industries Related to Production & Distribution			3101.3
Service Industries Related to Information & Communication			601.2
Service Industries Related to Leisure			489.4

(Note 1) Weights are based on the 1985 year Input-output Tables

(Note 2) Individual activities in () are not published.

Table 3. Rearranged Groups

< Rearranged Group >	< Corresponding Activities >
<p>[General]</p> <ul style="list-style-type: none"> ○ Tertiary Industry (excluded Electricity, Gas, Heat & Water Supply) ○ Tertiary Industry (excluded Government) 	<p>Excluded Electricity, Gas, Heat & Water Supply from the General of Tertiary Industry</p> <p>Excluded Government from the General of Tertiary Industry</p>
<p>[Combination of Individual Activities in Middle Group]</p> <ul style="list-style-type: none"> ○ Passenger Transport ○ Freight Transport ○ Wholesale & Retail Trade ○ Services for Person (for living) ○ Services for Person (Culture & Amusement) ○ Public Services (Medical Services, Social Guarantee) ○ Public Services (Education, Research Institutes of Science & Art) ○ Public Services (Various Organizations & Others) 	<p>Railway Passenger Transport, Road Passenger Transport, Marine Passenger Transport, Air Passenger Transport</p> <p>Railway Freight Transport, Road Freight Transport, Marine Freight Transport, Air Freight Transport</p> <p>Wholesale, Retail Trade</p> <p>Laundries, Barbershops, Beauty Parlors, Bathhouses, Photographic Studios, Funeral Services & Crematories, Automobile Parking, Automobile Repair Services</p> <p>Hotels, Boarding Houses, Other Lodging Places, Motion Pictures, Theaters, Performances & Theatrical Companies, Bicycle Race, Horse Race & Other Public Race, Sports Facilities, Amusement Facilities & Amusement Parks, Individual Instruction Places</p> <p>Medical & Other Health Services, Public Health, Social Insurance, Social Welfare</p> <p>School Educational Services, Social Educational Services, Research Institutes of Science & Art</p> <p>Waste Management Services, Religion, Political, Business & Cultural Organizations)</p>
<p>[Cross Combinations of Individual Activities based on service function etc.]</p> <ul style="list-style-type: none"> ○ Service Industries Relative to Production & Distribution ○ Service Industries Relative to Information & communication ○ Service Industries Relative to Leisure 	<p>Electricity, Gas, Railway Freight Transport, Road Freight Transport, Marine Freight Transport, Air Freight Transport, Warehousing, Wholesale, Retail Trade</p> <p>Postal Services, Domestic Telecommunication, International Telecommunication, Information Services, Advertising, Radio & Television Broadcasting</p> <p>Travel Agency, Hotels, Boarding Houses, Other Lodging Places, Motion Pictures, Theaters, Performances & Theatrical Companies, Bicycle Race, Horse Race & Other Public Race, Sports Facilities, Amusement Facilities & amusement Parks</p>

Table 4. Special Groups

< Special Group > Activities for Establishment	< Individual Activity >	<Code>	<Weight>
	Railways Freight Transport	HAB	4.4
	Road Freight Transport	HAD	274.7
	Marine Freight Transport	HAF	101.1
	Air Freight Transport	HAH	9.8
	Warehousing	HAI	36.0
	International Telecommunication	HBC	7.6
	Wholesale, General Merchandise	IAA	82.2
	" Textile Products	IAB	54.9
	" Chemical products	IAC	50.5
	" Minerals and Metals	IAD	129.6
	" Machinery and Equipment	IAE	237.3
	" Building Materials	IAF	76.8
	" Apparel, Apparel Accessories and notions	IAG	105.4
	" Farm, Livestock and Aquatic Products	IAH	120.0
	" Food and Beverage	IAI	113.1
	" Drugs and Toiletries	IAJ	46.1
	" Furniture, Fixture and House Furnishings	IAK	35.9
	" Miscellaneous Wholesale Trade	IAL	116.0
	Office, Store etc. Lessors	KBA	340.5
	Goods Rental & Leasing	LBA	189.1
	Information Services	LBE	192.3
	Advertising	LBF	61.3
	(Building Maintenance Services)	LBG	102.4
	(Professional Services)	LBH	174.4
	(Guard Services)	LBI	40.2
< 25 activities > < total >			2701.6
Activities for Person			
For Living	Retail Trade, General Merchandise	IBA	118.9
	" Dry Goods, Apparel and Accessories	IBB	153.8
	" Food and Beverage	IBC	328.0
	" Motor Vehicles Stores	IBD	92.5
	" Household Appliances Stores	IBE	45.0
	" Miscellaneous Retail Stores	IBF	342.0
	House Lessors	KBB	270.5
	(Laundries)	LAB	64.1
	(Barbershops)	LAC	29.7
	(Beauty Parlors)	LAD	50.6
	(Bathhouses)	LAE	13.1
	(Photographic Studios)	LAF	28.6
	(Funeral Services & Crematories)	LAG	15.6
< 13 activities > < total >			(1552.4)

< Special Group >	< Individual Activity >	<Code> <Weight>
For Leisure	Travel Agency	H A J 16.8
	Eating & Drinking Places	I C A 425.1
	Hotels, Boarding Houses, Other Lodging Places	L A A 119.8
	Motion Pictures	L A H 17.6
	(Theaters, Performances & Theatrical Companies)	L A I 16.6
	Bicycle Race, Horse Race & Other Public Race	L A J 60.0
	(Sports Facilities, Amusement Facilities & Amusement Parks)	L A K 258.6
	(Individual Instruction Places)	L A N 44.5
< 8 activities > < total >		959.0
< 21 activities > < total >		2511.4
Common Activities for Establishment & Person	Electricity	G A A 384.1
	Gas	G A B 43.2
	(Heat Supply)	G A C 1.0
	Water	G A D 84.1
	Railways Passenger Transport	H A A 116.2
	Road Passenger Transport	H A C 167.7
	Marine Passenger Transport	H A E 3.9
	Air Passenger Transport	H A G 40.8
	Road Transport Facilities Services	H A K 44.0
	Postal Services	H B A 53.3
	Domestic Telecommunication	H B B 231.9
	Bank of Japan	J A A 56.1
	Private Financial Institutions	J A B 522.0
	Government Financial Institutions	J A C 6.6
	Postal Savings	J A D 41.9
	Securities Brokers & Dealers	J A E 112.2
	Life-Insurance Companies	J B A 203.6
	Insurance Against Loss	J B B 70.2
	Real Estate Trade & Brokers	K A A 62.1
	(Automobile Parking)	L A L 13.8
	(Automobile Repare Services)	L A M 118.5
	Automobile Rental	L B B 12.8
	Radio & Television Broadcasting	L B C 55.1
< 23 activities > < total >		2445.1

<Special Group>	<Individual Activity>	<Code>	<Weight>
Public Activities	(Medical & Other Health Services)	L C A	583.2
	(Public Health)	L C B	22.7
	(Waste Management Services)	L C C	104.3
	(Religion)	L C D	52.1
	(School Educational Services)	L C E	654.0
	(Social Educational Services)	L C F	21.2
	(Social Insurance)	L C G	32.5
	(Social Welfare)	L C H	64.1
	(Research Institutes of Science & Art)	L C I	38.9
	(Political, Business & Cultural Organizations)	L C J	113.8
	Government	M A A	655.0
< 11 activities >	< total >		2431.9
< 80 activities >	< grand total >		10000.0

Note: Activities in () are not published.

Table 5. Data Adopted for Index Numbers of
Tertiary Industries' Activities

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
<Electricity, Gas, Heat & Water Supply>			
Electricity	Monthly Report on Electric Power Statistics (MITI) ① Total Electric Power Quantity Generated	(same as annual data)	
Gas	Monthly Report on Gas Utility Industry Statistics (MITI) ① Gas Production Quantity (Including Purchase)	(same as annual data)	
(Heat Supply)	MITI Data ① Heat Quantity Sold	(same as annual data) (Supplementary Estimation)	
Water	Yearbook on Local Public Enterprise (Ministry of Home Affairs) ① Water Supply ② Water for Industrial Use ③ Drainage	Family Income & Expenditure Survey ① Water Charge (Note 1) (Management & Coordination Agency) Yearbook on Public Enterprise ② Water for Industrial Use	CPI (Water Charge)
<Transport>			
Railways Passenger Transport	Index of Transport (Ministry of Transport) ① Railway (Passenger)	(same as annual data)	
Railways Freight Transport	Index of Transport ① Railway (Freight)	(same as annual data)	
Road Passenger Transport	Index of Transport ① Automobile (Passenger)	(same as annual data)	
Road Freight Transport	Index of Transport ① Automobile (Freight)	(same as annual data)	
Marine Passenger Transport	Index of Transport ① Passenger Ship ② International Marine Transport (Passenger)	(same as annual data)	

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
Marine Freight Transport	Index of Transport ①Domestic Marine Transport (Freight) ②International Marine Transport (Freight)	(same as annual data)	
Air Passenger Transport	Index of Transport ①Domestic Marine Transport (Passenger) ②International Marine Transport (Passenger)	(same as annual data)	
Air Freight Transport	Index of Transport ①Domestic Air Transport (Freight) ②International Air Transport (Freight)	(same as annual data)	
Warehousing	Quarterly Report on Warehousing Statistics (Ministry of Transport)	(same as annual data)	
Travel Agency	Preliminary Report on Travel Dealings by Main 35 Companies (Ministry of Transport) ①Domestic ②Abroad ③Foreigners	(same as annual data)	(Note 2)
Road Transport Facilities Services	Data by Japan Road Public Corporation etc. Monthly Report on Transport Economy (Ministry of Transport)		
<Communication> Postal Services	Posts & Telecommunications Policy Statistics (Ministry of Posts & Telecommunication) ①Domestic Postal Matter (Usual) ② // (New Year Greetings) ③ // (Parcel) ④ // (International)	(same as annual data)	
Domestic Telecommunication	Ministry of Posts & Telecommunication Data ①Domestic Telephone Revenue ②Domestic Telegram Revenue ③Domestic Exclusive Line Service Revenue	(same as annual data)	(Note 3)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
International Telecommunication	Ministry of Posts & Telecommunication Data ①International Telephone Revenue ②International Telegram Revenue ③International Telex Revenue ④International Exclusive Line Service Revenue	(same as annual data)	(Note 3)
<Wholesale> General Merchandize	Current Statistics of Commerce (MITI) ①General Merchandize Sales Value	(same as annual data)	(Note 4)
Textile Products	(do.) ①Textile Products	(do.)	(do.)
Chemical products	(do.) ①Chemical products	(do.)	(do.)
Minerals and Metals	(do.) ①Minerals and Metals	(do.)	(do.)
Machinery and Equipment	(do.) ①Machinery and Equipment	(do.)	(do.)
Building Materials	(do.) ①Building Materials	(do.)	(do.)
Apparel, Apparel Accessories and Notions	(do.) ①Apparel, Apparel Accessories and notions	(do.)	(do.)
Farm, Livestock and Aquatic Products	(do.) ①Farm, Livestock and Aquatic Products	(do.)	(do.)
Food and Beverage	(do.) ①Food and Beverage	(do.)	(do.)
Drugs and Toiletries	(do.) ①Drugs and Toiletries	(do.)	(do.)
Furniture, Fixture and House Furnishings	(do.) ①Furniture, Fixture and House Furnishings	(do.)	(do.)
Miscellaneous Wholesale Trade	(do.) ①Miscellaneous Wholesale Trade	(do.)	(do.)
<Retail Trade> General Merchandize	Current Statistics of Commerce ①General Merchandize	(same as annual data)	(Note 5)
Dry Goods, Apparel and Accessories	(do.) ①Dry Goods, Apparel and Accessories	(do.)	(do.)
Food and Beverage	(do.)①Food and Beverage	(do.)	(do.)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
Motor Vehicles Stores	Current Statistics of Commerce	(same as annual data)	(Note 5)
Household Appliances Stores	①Motor Vehicles Stores (do.) ①Household Appliances Stores	(do.)	(do.)
Miscellaneous Retail Stores	(do.) ①Miscellaneous Retail Stores	(do.)	(do.)
<Eating & Drinking Places>			
Eating & Drinking Places	Prefectural Tax Survey (Ministry of Home Affairs) Family Income & Expenditure Survey (Management & Coordination Agency)	(same as annual data)	CPI (Eating out) (do.)
<Financing>			
Bank of Japan	Economic Statistics Monthly (Bank of Japan) ①Bank of Japan Notes, Average Outstanding	(do.)	(Note 3)
Private Financial Institutions	Economic Statistics Monthly ①Loans & Discounts ②Securities Financial Statements Analysis of All Banks	(do.)	(do.)
Government Financial Institutions	Economic Statistics Monthly ①Loans & Discounts	(do.)	(do.)
Postal Savings	Post & Telecommunications Policy Statistics ①Postal Savings Outstanding	(do.)	(do.)
Securities Brokers & Dealers	Ministry of Finance Data ①Security Companies Revenue	(do.)	(do.)
<Insurance trade>			
Life-Insurance Companies	Life-Insurance Association Data ①Operating funds (Life-Insurance Companies)	(same as annual data)	(do.)
	Post & Telecommunications Policy Statistics ②Operating funds (Postal Life Insurance)	(do.)	(do.)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
Insurance Against Loss	Japan Insurance Against Loss Association's Data (Insurance Premium)	(same as annual data)	(Note 3)
<Real Estate Trade & Brokers>			
Real Estate Trade & Brokers	Supply of House & Housing Lot (Real Estate Assosiation) Luxury Flats Market Trend (Real Estate Economy Institute)	(same as annual data) Metropolitan & Kinki Area Luxury Flats Market Trend	
Real Estate Lessors (Office, Store etc. Lessors)	Building Survey (Japan Building Assosiation)	(same as annual data) (Supplementary Estimation)	
(House Lessors)	Family Income & Expenditure Survey (Management & Coordination Agency) ①Private House Rent ②Public House Rent	(same as annual data)	CPI (House Rent)
<Services for Person>			
Hotels, Boading Houses, Other Lodging Places	Business Report on Hygienic Administration (Ministry of Health & Welfare) ①Total Number of Hotel Rooms Japan Hotel Assosiation's Data ②Rattio of Room Used Other Data	(same as annual data) (Supplementary Estimation) (same as annual data)	
(Laundries)	Business Report on Hygienic Administration ①Number of Laundry Establishments	Family Income & Expenditure Suevey ①Laundry Charge	CPI (Laundry Charge)
(Barbershops)	Business Report on Hygienic Administration ①Number of Barbershop Establishments	Family Income & Expenditure Suevey ①Number of Times	
(Beauty Parlors)	Business Report on Hygienic Administration ①Number of Beauty Parlors	Family Income & Expenditure Suevey ①Number of Times	
(Bathhouses)	Business Report on Hygienic Administration ①Number of Bathhouses	Family Income & Expenditure Suevey ①Number of Bathing Times	

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
(Photographic Studios)	Family Income & Expenditure Survey ①Developing & Printing Charge	(same as annual data)	CPI(Photo Printing)
(Funeral Services & Crematories)	Current Statistics of Population (Ministry of Health & Welfare) ①Number of Dead Persons	(same as annual data)	
Motion Pictures	Japan Motion Picture Industry Statistics ①Motion Picture Supply Revenue ②Number of Persons Admitted Other Data	"Kogyo" News Agency's Data ①Motion Picture Supply Revenue ②Number of Persons Admitted	(Note 2)
(Theaters, Performances & Theatrical Companies)	"Central" Baseball League Data ①Number of Persons Admitted Japan Sumo Wrestling Association's Data ②Number of Persons Admitted Yearbook of Play ③Number of Presented Plays Other Data	(same as annual data) (same as annual data) Family Income & Expenditure Survey (Admission Fees for Plays) Other Data	(Note 6)
Bicycle Race, Horse Race & Other Public Race	Japan Central Horse Race Association's Data ①Value of Sales Japan Keirin Association's Data ②Value of Sales Other Data	(same as annual data)	(Note 6)
(Sports Facilities, Amusement Facilities & Amusement Parks)	Prefectural Tax Survey (Ministry of Home Affairs) ①Tax of Playing Golf Japan Amusement Park Association's Data ②Number of Persons Admitted Family Income & Expenditure Survey	(same as annual data)	CPI (Golfing Fees etc.)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
(Automobile Parking)	Annual Report on Automobile Parking Place (Ministry of Construction) ①Number of Automobile Parking Available	Monthly Report on Number of Automobile Retained (Ministry of Transport) ①Number of Automobile Retained	
(Automobile Repare Services)	Report on Automobile Repare Services Survey (Ministry of Transport) ①Value of Sales	Family Income & Expenditure Survey ①Automobile Maintenance & Repares Fees	CPI (Note 7)
(Individual Instruction Places)	Family Income & Expenditure Survey ①Tutorial Fees etc.	(same as annual data)	CPI (Tutorial Fees etc.)
<Services for Establishment>			
Goods Rental & Leasing	Survey of Selected Service Industries (MITI) ①Value of Sales (Lease & Rental)	Current Survey of Selected Service Industries(MITI) ①Value of Contracts (Lease) ②Value of Sales (Rental)	(Note 2)
Automobile Rental	Annual Report on Land Transport Statistics (Ministry of Transport) ①Number of Rental Automobile ②Number of Lease Automobile	Rental Automobile Association's data ①Number of Rental Automobile Holding by Main 6 Companies	
Radio & Television Broadcasting	NHK(Japan Broadcasting Association)'s Data ①Number of Contracts Yearbook on Private Broadcasting (Private Broadcasting League) ②Business Revenue Other Data	(same as annual data) ①Number of Contracts Advertising & Economy (Advertising Economy Institute) ②Sales Value of Main 10 Ad Companies Other Data	(Note 3)
Information Services	Survey of Selected Service Industries (MITI) ①Value of Sales (Information Services)	Current Survey of Selected Service Industries(MITI) ①Value of Sales (Information Services)	(Note 2)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
Advertising	Survey of Selected Service Industries (MITI) ①Value of Sales (Advertising)	Current Survey of Selected Service Industries(MITI) ①Value of Sales (Advertising)	(Note 2)
(Building Maintenance Services)	Building Maintenance Association's Data	(same as annual data)	(Note 2)
(Professional Services)	Statistics Yearbook (Tax Administration Agency) ①Fee of Lawyer etc.	Labor Force Survey (Management & Co-ordination Agency)	(Note 6)
(Guard Services)	Police Administration Agency ①Number of Guard Servicemen	(same as annual data)	
<Public Services> (Medical & Other Health Services)	Medical Facilities Survey & Hospital Report (Ministry of Health & Welfare) ①Number of Patients	(same as annual data)	
(Public Health)	Public Health Center Operating Report (Ministry of Health & Welfare)	(same as annual data) (Supplementary Estimation)	
(Waste Management Services)	Survey of Waste Management Services (Ministry of Health & Welfare) Other Data	Family Income & Expenditure Survey ①Cleaning Fees	CPI (Cleaning Fees)
(Religion)	Yearbook on Religion (Culture Administration Agency)	Family Income & Expenditure Survey	(Note 6)
(School Educational Services)	Basic Survey of School (Ministry of Education) ①Number of Students etc.	(same as annual data) (Supplementary Estimation)	
(Social Educational Services)	Survey of Public Facilities (Ministry of Home Affairs) ①Number of Staffs ②Number of Facilities ③Number of Libraries Family Income & Expenditure Survey ④Admission fees of cultural Facility	(same as annual data) (Supplementary Estimation) (same as annual data)	(Note 6)

< Activities >	< Annual Data >	< Monthly Data >	<Deflator>
(Social Insurance)	Yearbook on Social Guarantee Statistics (Prime Minister's Office) ①Number of Persons Insurance Applied	(same as annual data) (Supplementary Estimation)	
(Social Welfare)	Survey of Social Welfare Facilities (Ministry of Health & Welfare) ①Number of Persons in the Facilities	(same as annual data) (Supplementary Estimation)	
(Research Institutes of Science & Art)	Survey Report on Study of Science & Technology (Management & Co-ordination Agency) ①Expenditure of Study for inside Use	(same as annual data) (Supplementary Estimation)	(Note 2)
(Political, Business & Cultural Organizations)	Survey of Private Non-profit-making Organizations (Economic Planning Agency) ①Expenditure by Non-profit-Organizations	(same as annual data) (Supplementary Estimation)	(Note 2)
<Government> Government	Annual Report on National Accounts (Economic Planning Agency) ①Government Final Consumption Expenditure (Real Value)	Quarterly National Income Statistics, Preliminary Report (Economic Planning Agency) ①Government Final Consumption Expenditure (Real Value)	

- Note 1. In this table, the data of "Family Income & Expenditure Survey", are multiplied by the number of all households.
- Note 2. Weighted Average Index of WPI(Domestic, General) and CPI(General, excluded Imputed House Rent)
- Note 3. Annual Report on National Accounts (Economic Planning Agency), GNE Private Demand Deflator
- Note 4. Weighted Average Index of WPI Commodities Corresponded
- Note 5. Weighted Average Index of CPI Commodities Corresponded
- Note 6. CPI General(Excluding Imputed House Rent)
- Note 7. Automobile Maintenance & Repares Fees etc.
- Note 8. Activities in ()are not published.

A P P E N D I X

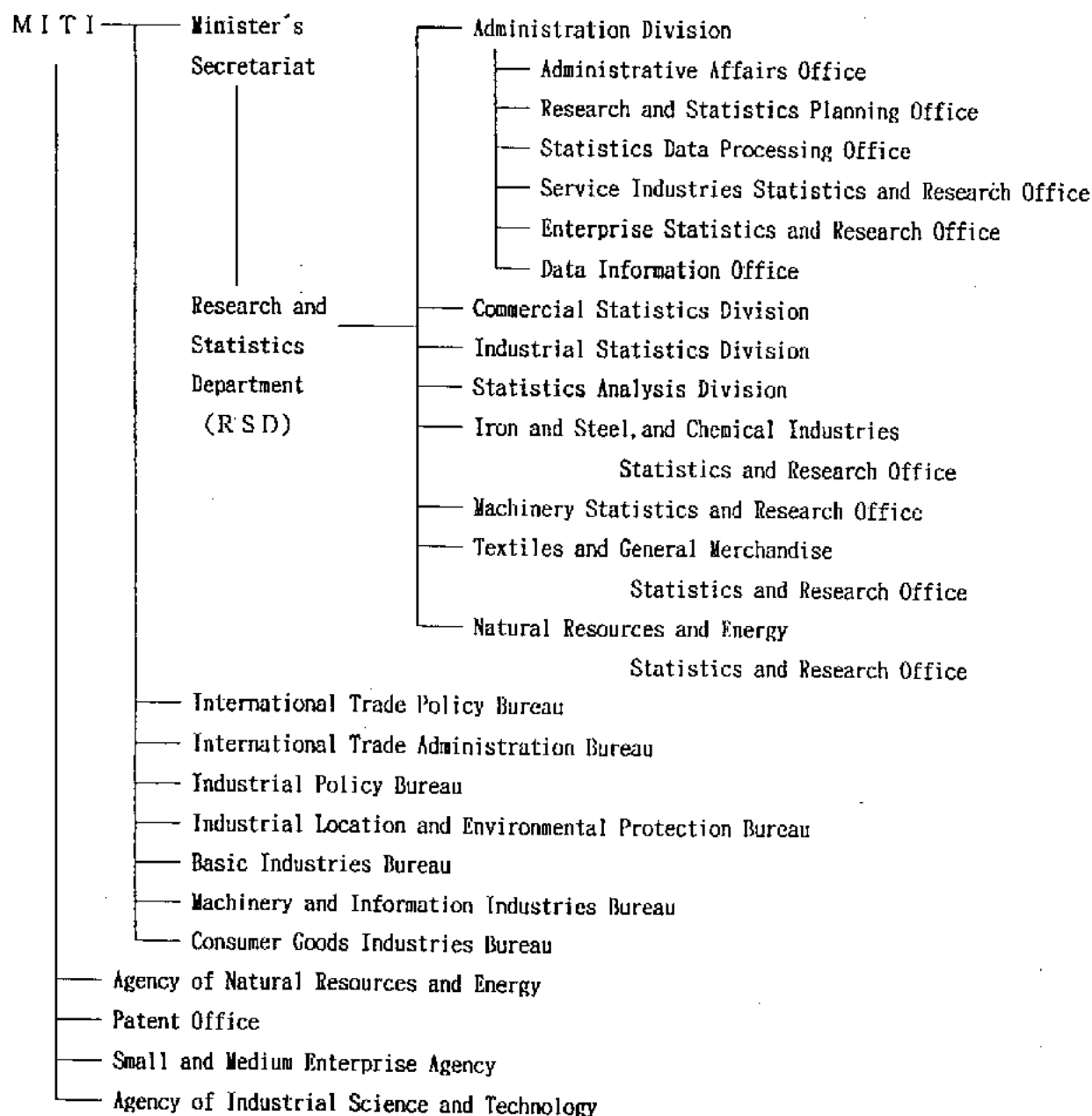
GUIDE TO
RESEARCH AND STATISTICS
DEPARTMENT

I Structure

The Research and Statistics Department (RSD) of MITI conducts statistical surveys on commerce, mining, manufacturing and services.

The department is composed of four divisions, four statistics and research offices, and six offices under the Administration Division. About 340 staff members work in the department.

The organization chart of MITI is as follows:



II Execution of Statistical Surveys

1. Main Statistical Surveys Conducted

The Research and Statistics Department conducts various statistical surveys and analyses the results of the surveys. Main statistical surveys conducted are as follows:

(1) Census of Manufacturing

Conducted annually, this survey is It covers all manufacturing establishments (about 800,000) in a year ending with 0, 3, 5 or 8. In other years, establishments with less than three employees are excluded, using the cut-off method.

(2) Census of Commerce

Conducted every three years, this survey separates the wholesale and retail trade from eating and drinking establishments. The former were surveyed in 1991 and the latter in 1992 (total: 3 million establishments).

(3) Current Production Statistics Survey

Conducted monthly, this survey mainly covers quantity, and sometimes value, of production, shipments, inventories, etc., related to about 3,000 commodities belonging to mining and manufacturing. As in the Census of Manufacturing, respondents are individual establishments.

(4) Basic Survey of Enterprise Activities

Started this year, this survey will be conducted every three years. About 35,000 enterprises belonging to mining, manufacturing and commerce are surveyed.

(5) Other Statistical Surveys

Annual Surveys

- * Structural Survey of Oil Consumption
- * Survey of Selected Service Industries
- * Survey of Mining Trends in Japan

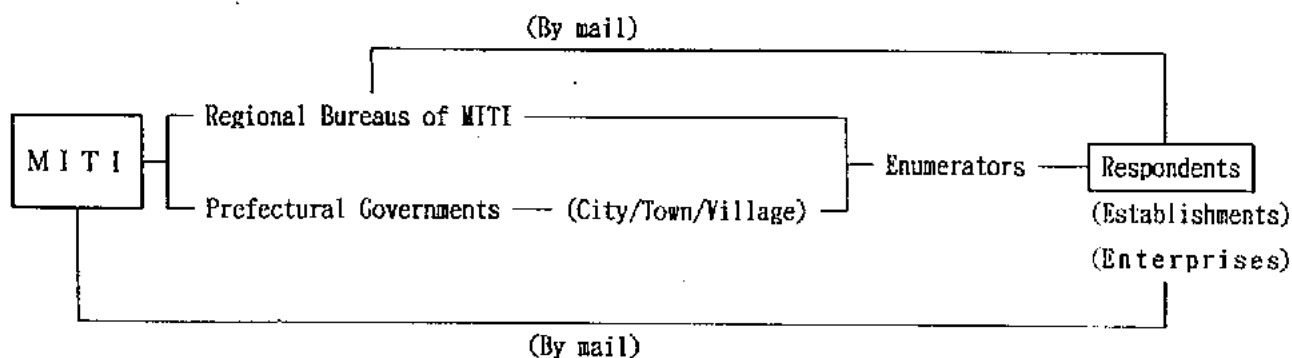
Monthly Surveys

- * Current Survey of Commerce
- * Current Surveys of Supply and Demand
(8 surveys, including distribution surveys, classified by industry such as textile, petroleum, paper, etc.)
- * Current Survey of Oil Consumption
- * Current Survey of Selected Service Industries

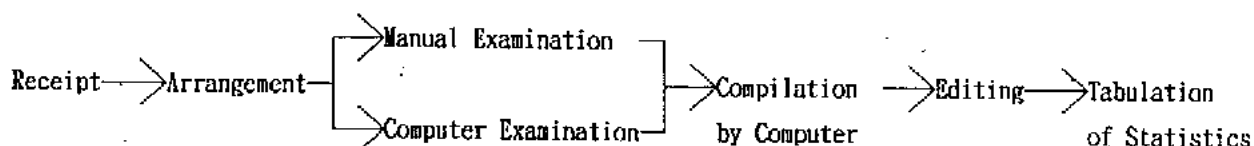
2. Process of Compiling Statistical Surveys

(1) Collection of Questionnaire

Several kinds of collection routes are utilized for each survey.



(2) Examination and Compilation



(3) Publication

Surveys are compiled in separate provisional and final reports. Generally, the former is compiled using round figures covering major matters, while the latter covers all matters in the survey. The reports are published in booklet or book form. Most are available on computer magnetic tapes.

3. Legal Background

In Japan, statistical surveys are carried out under two laws, that is, the Statistics Law and Statistical Reports Coordination Law. Statistical surveys carried out under the former law are called "designated statistical surveys" and those under the latter law, "approved statistical surveys".

(1) Designated Statistical Surveys

The Statistics Law was put into effect in 1947 as the basic law governing statistics. This law aims at ensuring the truthfulness of statistics, eliminating the duplication of statistical surveys and promoting the consolidation, development and improvement of effective statistical systems.

This law defines the designated statistical surveys by the Director-General of the Management and Coordination Agency (MCA) as important statistical surveys for obtaining principal information in the country and making fundamental policy plans.

As of 1992, the number of designated statistical surveys stands at 118, of which MITI conducts 20 including joint surveys with other governmental bodies.

(2) Approved Statistical Surveys

The Statistical Reports Coordination Law was put into effect in 1952. The purpose of this law is to reduce the burden on respondents in complying with requests for statistical reports and to streamline administration.

Approved statistical surveys are defined in this law and stipulated to be approved and coordinated by the MCA Director-General in advance of the collection of data.

MITI conducts about 100 approved statistical surveys, including over 20 conducted by RSD.

III Compilation of Analytical Tools

RSD conducts various statistical surveys and also carries out statistical analysis. The results of surveys are processed and the following analytical tools are compiled by RSD.

1. Compilation of Index Numbers

(1) Index Numbers on Mining and Manufacturing

The following index numbers concerning Mining and Manufacturing are compiled monthly by RSD.

- * Indexes of Industrial Production (Value added weight)
- * Indexes of Industrial Production (Gross output weight)
- * Indexes of Producers' Shipments
- * Indexes of Producers' Inventory of Finished Goods
- * Indexes of Producers' Inventory Ratio to Shipments
- * Indexes of Operating Rate
- * Indexes of Production Capacity
- * Indexes of Raw Materials Consumption
- * Indexes of Raw Materials Inventory
- * Indexes of Raw Materials Inventory Ratio to Consumption
- * Indexes of Dealers' Inventory

These index numbers are calculated as base-weighted arithmetic averages, starting from individual series of relatives based on quantities which indicate respective activities in Mining and Manufacturing. The base year is 1985 and the weight base is 1985.

The individual series are mainly derived from the "Current Production Statistics Survey", which gives detailed monthly data concerning production, shipments, inventory, raw materials consumption and others. Weight data, the majority of which is calculated for Manufacturing, is mainly obtained from the "Census of Manufacturing".

(2) Index Numbers of Production Forecast

RSD prepares forecasts on short-term production trends in the Manufacturing sector. These are presented in the form of indexes showing the amounts of the previous month and those of the current and following months. The calculation method for the Indexes of Industrial Production is applied to these indexes, using 1985 as base year and base-weighted arithmetic averages. To obtain individual series of these indexes, the "Survey of Production Forecast in Manufacturing" is carried out monthly.

(3) Index Numbers of Tertiary Industry's Activities

These indexes indicate the activities of the following industries in the Japan Standard Industrial Classification.

- * Electricity, Gas, Heat and Water Supply
- * Wholesale, Retail Trade, Eating and Drinking Places
- * Finance, Insurance
- * Real Estate
- * Services
- * Public Administration

The calculation method is similar to that for the Indexes of Industrial Production: 1985 as base year and base-weighted arithmetic averages. The individual series are derived from various existing surveys and administrative data.

(4) Index Numbers of Commerce

These indexes cover Wholesale and Retail Trade, and indicate sales movements in Wholesale and Retail trade excluding Eating and Drinking Places. As they are value indexes, it is not necessary to adopt a weighted average system. Data is derived from the results of the "Current Survey of Commerce". These indexes are published independently, and included in the Wholesale and Retail Trade section in the Indexe Numbers of Tertiary Industry's Activities.

2. Compilation of Input-Output Tables

The Input-Output Table (I-O table: Interindustry Transactions Table) indicates the flow of goods and services in transactions between industries, and is a useful tool for analyzing industrial structure and making a forecast of each industry.

The following types of I-O tables are compiled by RSD.

(1) National Input-Output Table

Compiled every five years, with the 1980 table as the latest, this table is a joint effort of 11 concerned ministries and agencies. RSD occupies an important position in the compilation of this table, as a wide range of administrative industries comes under the jurisdiction of MITI, e.g. mining, manufacturing, commerce and principal services.

(2) Regional Input-Output Tables and Interregional Input-Output Table

Applying the same method used for the national I-O table, RSD compiles two types of I-O tables for the regions of Japan.

MITI has the eight regional bureaus, excluding the Okinawa General Bureau, which prepare regional I-O tables for each region in the same year that the national I-O table is being compiled. These regional I-O tables, together with the Okinawa regional I-O table prepared by the Okinawa prefectural government, are compiled into the Interregional I-O table.

(3) Up-to-date National Input Output Table

An up-to-date national I-O table is compiled annually in order to supplement the national I-O table which is released only every five years. This table is compiled in the same manner as the above-mentioned regional I-O table.

(4) International Input Output Table

This table was originally intended by MITI as a means of analyzing the structural relation of Japan and other countries. The "Japan-United States Table" and "Japan-Europe Table" have already been completed. Adding the "Japan-Asia Table" compiled by the Institute of Developing Economies to these tables, the "International I-O Table" will be completed in the spring of 1993.

IV International Statistical Cooperation

In light of Japan's economic activities, the significance of international cooperation in the statistical field has been increasing. Hence, RSD promotes international cooperation as follows:

1. International Exchange of Statistical Information

RSD periodically provides international organizations, such as the United Nations or OECD, with various kinds of statistical information, including the Index Numbers of Industrial Production. Besides providing information, RSD plays an active role in the exchange of statistical data through participation in international statistical projects such as the International Comparison Program (ICP).

RSD exchanges publications with foreign governments and international organizations, and receives more than 100 statistical publications a year from these bodies. RSD also responds to various inquiries concerning MITI's statistical surveys, including the results of statistical analysis, from companies and universities overseas.

2. Dispatch of Statistical Experts to Foreign Governments

RSD has been sending statistical experts to foreign governments. A manufacturing census is currently being executed in the Sultanate of Oman under the leadership of RSD staff. Long-term personnel dispatched by MITI, assisted by a number of short-term personnel, are working on computer systems and statistical analysis in both the Ministry of Trade and the Ministry of Industry of Indonesia. RSD has dispatched personnel to several developing countries to provide instruction on how to conduct, process and analyze statistical surveys, and on how to operate computer systems.

3. Dispatch of MITI Overseas Statistics Research Mission

RSD organizes the MITI Overseas Statistics Research Mission to several countries every year in order to conduct research on foreign statistical systems and promote international statistical cooperation. About 30 countries and over 50 organizations have been visited. Various aspects of foreign statistical systems and methods of processing and analyzing statistical data are surveyed. The Mission visited France, Hungary, Germany, Austria, Poland and Czechoslovakia in 1991, and China, Thailand, Indonesia and Australia in 1992.