

**General goods rental and leasing/Industrial equipment and machinery rental/Office machinery rental**

2006 Survey of Selected Service Industries

**General goods rental and leasing/Industrial equipment  
and machinery rental/Office machinery rental**

This questionnaire is not to be used for any  
purposes other than producing statistics.

**November 1, 2006**

**Ministry of Economy, Trade and Industry**

**Please read the “Questionnaire note” and the “Sample answers” when you fill in the questionnaire.  
Please complete and submit one questionnaire sheet. The reverse side of the “Sample answers” can be  
used as a copy of the questionnaire for the respondent’s memorandum**

**I. Basic notes**

- (1) Please write down your answers clearly in black or blue ink.
- (2) Please use block letters and Arabic numerals.
- (3) Please fill in amounts of money in units of ten thousands, rounding off fractions. When an amount is less than 5,000, fill in “0.”
- (4) Please fill in the ratios by integer (e.g. 6.3%      6%, 1.5%      2%) so as to make the total be 100%. When the total does not amount to 100%, adjust the category with the largest ratio.
- (5) **Survey units constitute individual establishments.** Therefore, please provide information pertaining to “your establishment” only according to the question contents, regarding your “establishment” or “main business( )” Please do not include information pertaining to other establishments affiliated with the same company
  - ( ) In this survey, the “main business” refers to either “General good rental and leasing,” “Industrial equipment and machinery rental,” or “Office machinery rental” whichever has the largest sales (hereinafter the same). See (1) and (2) of “II. Establishments covered by this survey” below for the details of the relevant businesses.

**II. Establishments covered by this survey**

The targets of this survey are establishments categorized within “881: General goods rental and leasing,” “882: Industrial equipment and machinery rental” and “883: Office machinery rental” in accordance with the Japan Standard Industry Classification (JISC). The details are as follows:

- (1) Targets in **“General goods rental and leasing”** are engaged in general goods leasing<sup>(\*1)</sup> and general goods rental and leasing, except general goods leasing<sup>(\*2)</sup>.

**(\*1) General goods leasing**

Among rental businesses that procured industrial machinery, facilities and other goods in lieu of specific users, **businesses covering three or more categories from among (i) Industrial equipment and machinery rental (JISC: 882), (ii) Office machinery rental (JISC: 883), (iii) Automobile rental (JISC: 884), (iv) Sports and hobby goods rental (JISC: 885) and (v) Miscellaneous goods rental and leasing, in which goods are rented for specified periods of one year or more under**

**conditions without cancellation agreements**

**(\*2) General goods rental and leasing, except general goods leasing**

Among goods rental businesses, **businesses covering three or more categories from among (i) Industrial equipment and machinery rental (JISC: 882), (ii) Office machinery rental (JISC: 883), (iii) Automobile rental (JISC: 884), (iv) Sports and hobby goods rental (JISC: 885) and (v) Miscellaneous goods rental and leasing, that cannot be otherwise classified**

- (2) Targets in **“Industrial equipment and machinery rental”** are establishments engaged in the rental of production facilities and equipment and machinery (industrial machinery, machine tools, medical equipment, commercial machinery and facilities, services business machinery and facilities, etc.) for various types of industries or construction equipment and machinery for construction work (including construction equipment with operators).
- (3) Targets in **“Office machinery rental”** are engaged in rental businesses of office machinery and computers and computer-related equipment.  
The following establishments are excluded:
- (i) Establishments only engaged in rental of “automobiles”, “sports and hobby goods” and “miscellaneous goods (clothes, CDs, and videos, etc.)” (rental car agencies, rental shops, and rental clothes agencies, etc.)
  - (ii) Establishments in the civil engineering or the construction industry that rent unused civil engineering machinery or construction machinery that they own
  - (iii) Establishments engaged in the linen supply business such as sheet rental businesses and moist towel rental businesses (JISC: 8213)

(Reference) Japan Standard Industry Classification (JSIC)

The JSIC is the statistical standard for publishing survey results by industry. All economic activities related to the production or provision of goods and services which are conducted at establishments as social division of labor are classified according to four stages (see the website of the Ministry of Internal Affairs and Communications (<http://www.stat.go.jp/index/seido/sangyo/index.htm>) for the details.

**(1) General goods rental and leasing (JSIC: 881)**

- (i) General goods leasing (JSIC: 8811)

Among rental businesses that procured industrial machinery, facilities and other goods in lieu of specific users, businesses covering three or more other categories( ), in which goods are rented for specified periods of one year or more under conditions without cancellation agreements

[e.g.] General goods leasing

- (ii) General goods rental and leasing, except general goods leasing (JSIC: 8819)

Among goods rental businesses, businesses covering three or more other categories( ) that cannot be otherwise classified

[e.g.] General goods rental and leasing, except general goods leasing

( ) “Other categories” are as follows:

“882: Industrial equipment and machinery rental,” “883: Office machinery rental,” “884: Automobile rental,” “885: Sports and hobby goods rental,” and “889: Miscellaneous goods rental and leasing”

**(2) Industrial equipment and machinery rental (JSIC: 882)**

- (i) Industrial equipment and machinery rental, except construction machinery (JSIC: 8821)

Rental businesses focusing primarily on rental of equipment and machinery for industrial use (except construction machinery)

[e.g.] Agricultural equipment and machinery rental, communication equipment and machinery rental, telephone switch rental, medical equipment and machinery rental, mining equipment and machinery rental, metal machine tools rental, metalwork

machinery rental, plastic molding machinery rental, motors rental, measuring instruments rental, vending (coin operated) machine rental, refrigerating showcase rental, cargo transportation equipment rental, container rental, pallet rental, and boring machine rental

(ii) Construction machinery rental (JSIC: 8822)

Rental businesses focused primarily on rental of construction machinery to be used in various types of construction work, such as excavators, ground leveling machines, road rollers, rammers, asphalt paving machines, construction cranes, and steel sheet piles

[e.g.] Excavator rental, construction crane rental, ground leveling machine rental, rental of machines for foundation work, and temporary structure rental

**(3) Office machinery rental (JSIC: 883)**

(i) Office machinery rental, except electronic computers (JSIC: 8831)

Rental businesses focused primarily on rental of office machinery, such as typewriters, accounting machines, copying machines, time recorders, cash registers, and electric calculators

[e.g.] Office machinery rental, electronic copying machine rental, accounting machine rental, cash register rental, and filing system equipment rental

(ii) Electronic computers and related apparatus rental (JSIC: 8832)

Rental businesses focused primarily on the rental of electronic computers and related apparatus

[e.g.] Rental of electronic computers and electronic computer-related apparatuses

### III. Notes for each survey item

No.	Survey item	Notes						
1	<b>Name of establishment and location</b>	<p>(1) When the “<b>I. Name of establishment</b>” as printed is not correct, please cross it out and write down the official name of your establishment in the blank space. If there are any other names by which your establishment is known, write them down in parentheses after the official name. Please include katakana above Chinese characters so as to indicate their reading, with the exception of the section indicating the company’s status such as “Co. Ltd.” and the alternate names.</p> <p>(2) When the “<b>II. Location of establishment</b>” (postal number, address and telephone no.) as printed is not correct, cross out said information and write down the correct data. Write down the current location of your establishment rather than that of the time of registration.</p> <p>(3) When your establishment is a branch office or business office, please write down the current location of the head office in “<b>III. Location of the head office</b>”. When your establishment is the head office, you do not need to fill in this column.</p>						
2	<b>Status and capital</b>	<p>(1) When the printed “<b>I. Legal status</b>” is not correct, please place a cross (×) thereon and circle the applicable number. See the table below for the details of legal status.</p> <p>(2) When your establishment falls under the category of “1. Company”, please fill in “<b>II. Amount of capital (or investment)</b>” without fail. <u>When the amount of capital (in the case of a stock company or limited company) or the amount of investment (in the case of a joint-stock company, general partnership, or consolidated company) is less than 10,000 yen, fill in the amount in units of ten thousand, rounding off fractions (when the amount is 5,000 or more to less than 10,000 yen, write down “1,” and when the amount is less than 5,000 yen, write down “0.”).</u></p> <table border="1" data-bbox="467 1203 1411 1745"> <tbody> <tr> <td data-bbox="467 1203 656 1283"><b>1. Company</b></td> <td data-bbox="656 1203 1411 1283">Stock company, limited company, joint-stock company, general partnership and consolidated company</td> </tr> <tr> <td data-bbox="467 1283 656 1612"><b>2. Corporation and body other than company</b></td> <td data-bbox="656 1283 1411 1612">Public-service corporation (incorporated foundation and corporate juridical person), non-public-interest corporation, specified nonprofit organization, corporation and body with corporate status, corporation and body without corporate status or foreign company( ) ( ) <u>A foreign company</u> refers to a branch office or business office of a corporation established outside Japan which has registered its business office, etc. in Japan pursuant to the provisions of the Commercial Code. <u>So-called “foreign affiliated company” where foreign capital participates in the management shall not be categorized as a “foreign company” but as a “company (1).”</u></td> </tr> <tr> <td data-bbox="467 1612 656 1745"><b>3. Individual</b></td> <td data-bbox="656 1612 1411 1745">Establishment operated by an individual business operator, including those jointly operated by individuals that are not in the form of a company, corporation or body.</td> </tr> </tbody> </table>	<b>1. Company</b>	Stock company, limited company, joint-stock company, general partnership and consolidated company	<b>2. Corporation and body other than company</b>	Public-service corporation (incorporated foundation and corporate juridical person), non-public-interest corporation, specified nonprofit organization, corporation and body with corporate status, corporation and body without corporate status or foreign company( ) ( ) <u>A foreign company</u> refers to a branch office or business office of a corporation established outside Japan which has registered its business office, etc. in Japan pursuant to the provisions of the Commercial Code. <u>So-called “foreign affiliated company” where foreign capital participates in the management shall not be categorized as a “foreign company” but as a “company (1).”</u>	<b>3. Individual</b>	Establishment operated by an individual business operator, including those jointly operated by individuals that are not in the form of a company, corporation or body.
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<b>3. Individual</b>	Establishment operated by an individual business operator, including those jointly operated by individuals that are not in the form of a company, corporation or body.							

<b>3</b>	<b>Type of office</b>	<p>When the “I. Type of office” as printed is not correct, please place a cross (×) thereon and circle the applicable number.</p> <p>See the table below for the details of the types of offices. A parent company and a subsidiary are both independent without the relationship of the “head office” and a “branch office” in between.</p>	
		<b>1 Individual</b>	An individual establishment that has no head office, branch offices or business offices under the management of the same entity in other locations
		<b>2 Head office</b>	An establishment that has branch or business offices under the management of the same entity in other locations and governs all of them. When functions of the head office are divided in multiple locations, the one where the company’s representatives, such as the president belong to shall be the “head office (2)” and the others shall be “branch offices (3).”
		<b>3 Branch office</b>	Establishment governed by a head office situated in another location

**Regarding the following items (No. 4-7), please fill in the amount or (ratio) for your establishment only. The portions for other establishments shall not be included.**

**For survey items 4-III (Annual amount and annual number of lease contracts of main business), 4-IV (Ratio of the annual amount of lease contracts of main business according to article), and 5 (Ratio of the annual sales and the annual amount of lease contracts of main business according to client division), please fill in the values (the amount of money or the ratio) related to the amount of lease contracts rather than those related to the amount of sales.**

<b>4</b>	<b>Annual sales and annual amount of lease contracts</b>	<p><b>(1) “Annual sales of the establishment (including consumption tax)”</b></p> <p>(i) Please fill in <u>the annual sales of your establishment during the one-year period between November 1, 2005 and October 31, 2006. The value shall not be that for profit or income, but rather for total sales before subtracting costs, which include consumption tax.</u> Should the value during the above-mentioned one-year period not be available, or there be any unavoidable circumstances, please fill in the value for the one-year period prior to the settlement date closest to the survey date.</p> <p>(ii) With regard to the provision of services through in-house transactions between the head and branch offices or between branch offices, offering prices or transfer invoice prices (or when neither of these is available, costs for providing the services) shall be included in the amount of annual sales.</p> <p>(iii) Annual sales do not include revenue apart from businesses that have arisen from property management or property sales.</p>
		<p><b>(2) “II. The amount of sales per business in ‘I. Annual sales of the establishment (including consumption tax)’”</b></p> <p>(i) Please provide breakdowns of the annual sales of your establishment for each of the following categories: “General goods rental and leasing (A),” “Industrial equipment and machinery rental (B),” “Office machinery rental (C)” and “Other business.”</p> <p>(ii) See “II. Establishments covered by this survey” as mentioned above for details on</p>

“General goods rental and leasing,” “Industrial equipment and machinery rental “ and “Office machinery rental.”

(iii) When you filled in the amount of sales of “Other businesses,” please also fill in the ratios of those of the relevant business among the total sales of “Other businesses.”

See “5. Ratio of the annual sales according to client division” below for the details of services of the “Breakdown of other businesses.”

**(3) “III. Annual sales from rental of ‘main business’ (including consumption tax),” “Annual amount of lease contracts (including consumption tax)” and “Total contract number during the lease year”**

(i) For “General goods rental and leasing,” “Industrial equipment and machinery rental” or “Office machinery rental,” **please fill in the “Annual sales from rental” and the “Annual amount of lease contracts” for the business which has the largest sales (referred to as the “main business”; hereinafter the same), including both domestic and overseas transactions involving the relevant services.**

(See Notes 1 and 2 below for the division of “leasing” and “rental.”)

(ii) When you fill in the annual amount of lease contracts, please fill in the total contract number and its breakdowns according to contract term.

**Note 1: Division of “leasing” and “rental” is as follows:**

**“Leasing”:** Contracts to lease goods for specified periods of one year or more under conditions without cancellation agreements

**“Rental”:** Contracts to lease goods in capacities other than “leasing”

**Note 2: When a branch office accepts and actually concludes a lease contract and the head office only formally concludes the contract afterwards, the contract shall be recorded as having been concluded by the branch office. Please avoid any duplication between the head office and branch offices.**

(iii) For the total number of contracts, the number of lease contracts with the condition that a leasing company is obliged to do maintenance, management and operation shall also be filled in.

**(4) “IV. Annual sales and annual amount of lease contracts of ‘main business’ according to article”**

(i) Regarding anything within the “General good rental and leasing (A),” “Industrial equipment and machinery rental (B),” and “Office machinery rental (C)” categories, which has the largest sales (= the “main business”), please fill in the ratios of annual sales and annual amount of lease contracts according to article among the total sales only in the relevant tables, by the integer so as to make the total be 100%. When the total does not amount to 100%, adjust the category with the largest ratio.

(ii) Please fill in the ratios according to article in accordance with the following divisions.

		Type of business	Details
General good rental and leasing (A)	Industrial equipment and machinery rental (B)	Industrial machinery	Automatic assembly machines, industrial robots, iron manufacturing machinery, chemical machinery, textile machinery, mining machinery, food processing machinery, paper machinery, printing machinery, resin finishing machinery, woodwork machinery, industrial kilns, wrapping machinery, casting machinery, and molds, etc.
		Machine tools	Lathes, drilling machines, boring machines, milling machines, planing machines, grinding machines, gear cutting machines, machining centers, forging presses, electric discharging machines, and welding equipment (including equipment with numerical control (NC)), etc.
		Civil engineering and construction machinery	Excavators, machines for foundation, ground leveling machines, compacting machines, paving machines, various types of construction cranes (including self-propelled type), various types of working crafts for construction, equipment for temporary structures (including elevators for construction), and steel sheet piles, etc.
		Medical equipment	Equipment for medical examination facilities, equipment for medical examination, surgical equipment, equipment for medical treatment, testing equipment, dental instruments, and various types of medical electronic equipment, etc.
		Commercial machinery and facilities	Industrial cooking apparatuses, freezers, showcases, industrial refrigerators, various types of vending machines, equipment for restaurants, commercial utensils, and miscellaneous appliances, etc.
		Communication equipment	Wired communication equipment, radio communication equipment, broadcasting equipment, automatic exchange switchboards, and facsimiles, etc.
		Service machinery and equipment	Industrial laundry and dry cleaning machines, equipment for hotels, service equipment for automobiles, and leisure equipment and facilities (such as bowling facilities), etc.
		Other industrial machinery	Railroad cars, industrial vehicles (such as forklifts), cargo transportation vehicles (including containers and pallets), and transportation equipment other than automobiles (such as vessels and aircrafts)
	Office machinery rental (C)	Electronic computers and related apparatuses	Electronic computers, terminal units, auxiliary equipment, accessories for electronic computers, personal computers, software, and CAT/CAM (computer design/manufacturing systems), etc.
		Office machinery	Cash registers, typewriters, copying machines, clerical utensils and appliances, word processors, and air shooters, etc.
		Automobiles ( Automobile rental)	Passenger cars, station wagons, trucks, buses, special vehicles (such as tank trucks and trailers), and motorcycles, etc.
		Other businesses ( Sports and hobby goods rental, and miscellaneous goods rental and leasing)	Articles other than those mentioned above Sports and hobby goods rental Sporting goods, entertainment goods, bicycles, tools for athletic meetings, tents, yachts, and motorboats, etc. Miscellaneous goods rental and leasing Physiochemical equipment, temporary toilets, temporary houses, goods for movies and plays, costumes, music and image CDs, videos, art work, bedding, plants, garlands, and welfare goods, etc.

Note: When the “main business” is “industrial equipment and machinery rental (B)” or “office machinery rental (C),” the annual sales of “automobile rental” and “miscellaneous goods rental and leasing” shall be included in “other businesses” of the section “II. Annual sales of the establishment (including consumption tax).”

**5 Annual sales and annual amount of contract according to client division**

**(1) “I. Ratio of annual sales and annual amount of lease contracts of ‘main business’ according to client division”**

Regarding the annual sales and annual amount of lease contracts of “main business,” please fill in the ratios by client division by the integer so as to make the total be 100%. When the total does not amount to 100%, adjust the category with the largest ratio.

(2) Please fill in the ratios in accordance with the following industrial classification.

Client division	Details
Construction	General civil engineering work and building work, Paving work, Building reform work, Plaster work, Sheet-metal work and hardware work, Painting work, Electric work, Telecommunication work and signal system work, and Machine and equipment installation work
Manufacturing	Manufacture of food, Manufacture of beverages, tobacco, and feed, Manufacture of textile mill products, Apparel and other finished products made from fabrics and similar materials, Manufacture of lumber and wood products, Manufacture of furniture and fixtures, Manufacture of pulp, paper and paper products, Printing and allied industries, Manufacture of chemical and allied products, Manufacture of petroleum and coal products, Manufacture of plastic products, Manufacture of rubber products, Manufacture of leather tanning, leather products and fur skins, Manufacture of ceramic, stone and clay products, Manufacture of iron and steel, Manufacture of non-ferrous metals and products, Manufacture of fabricated metal products, Manufacture of general machinery, Manufacture of electrical machinery, equipment and supplies, Manufacture of information and communication electronics equipment, Electronics parts and devices, Manufacture of transportation equipment, Manufacture of precision instrument and machinery, and Manufacture of ordnance and accessories
Electricity, gas, heat supply and water	Production, transmission and distribution of electricity, Manufacture of gas, Heat supply, and Collection, purification and distribution of water and sewage collection, processing and disposal
Information and communications	Communications (Transmission of correspondence, Fixed telecommunications, Mobile telecommunications, Services incidental to telecommunications), Broadcasting (Public broadcasting, Private-Sector broadcasting, Cablecasting), Information services (Computer programming and other software services or Data processing and information services (see ( ) below)), Internet based services (see (Note) above), Video picture, sound information, character information production and distribution (Video picture information production and distribution, Sound information production, Newspaper publishers, Publishers, except newspapers, and Services incidental to video picture, sound information, character information production and distribution)
Transport	Railway transport, Common omnibus operators, Common taxicab operators, Contracted omnibus operators, Miscellaneous road passenger transport, Common motor trucking, Motor trucking

		(particularly-contracted), Mini-sized vehicle freight transport, Collect-and-deliver freight transport, Miscellaneous road freight transport, Oceangoing transport, Coastwise transport, Inland water transport, Vessel and ship rental and leasing, Air transport, Aircraft service, Warehousing, Refrigerated warehousing, Port transport, Freight forwarding, Transport agencies, Packing and crating, Transport facilities services, and Miscellaneous services incidental to transport
	Wholesale and retail trade	Trading companies, Agents and brokers, General wholesalers, Sales offices of manufacturers, Department stores and general merchandise supermarkets, and Specialty stores
	Finance and insurance	Banking, Financial institutions for cooperative organizations, Institutions dealing with postal savings, Government-related financial institutions, Non-deposit money corporations engaged in the provision of finance, credit and investment, Securities and futures commodity dealing activities, Futures commodity transaction dealers, Financial auxiliaries, Incidental financial institutions, and Insurance institutions ( including insurance agents, brokers and services)
	Real estate	Real estate agencies, Real estate lessors and managers, and Automobile parking
	Eating and drinking places, Accommodations	Eating places, Restaurants, Soba" and "udon" (Japanese noodles) restaurants, "Sushi" bars, Coffee shops, Miscellaneous general eating and drinking places, "Ryotei" (Special Japanese restaurants), Bars, cabarets and night clubs, Drinking houses and beer halls, Hotels, Common lodging houses, Boarding houses, and Miscellaneous lodging places
	Compound services (excluding same traders (see ( ) below)	Professional services (Lawyers' offices, Patent attorneys' offices, Notaries public's and judicial scriveners' offices, Certified public accountants' offices, Auditors' offices, Veterinary services, Engineering and architectural services, Design, mechanical services, Authors and artists, Photographic studios, and Miscellaneous professional services (Detective agencies and credit bureaus, Certified social insurance and labor consultants' offices, Business consultants, and the like)), Scientific and development research institutes, Laundry, beauty and bath services, Miscellaneous living-related and personal services (Travel agency, Domestic services, Garment sewing services and repair shops, Checkrooms, safety deposit services, Crematories, Graveyard custodians, Ceremonial occasions and the like), Services for amusement and hobbies, Waste disposal business, Automobile maintenance services, Machine, etc. repair services, Goods rental and leasing (see ( ) below for businesses covered in this survey, with the exception of same traders), Advertising services, Miscellaneous business services (Stenographic, entree document services and copy services, Commodity inspection services , Surveyor certification, Building maintenance services, Private employment services, Guard services, Business services, N.E.C.), Political business and cultural organizations, Religion, Miscellaneous services (Meeting halls, Slaughterhouses and Services, n.e.c.), and Foreign governments and international agencies in Japan (Foreign governments in Japan and International agencies in Japan)
	Government N.E.C.	National and local government services
	Same traders	Same traders engaged in "General goods rental and leasing," "Industrial equipment and machinery rental" or "Office machinery rental" (including those engaged in in-house transactions within a single company; See ( ) below).
	Others	Agriculture, Forestry, Fisheries, Mining, Medical and other health

		<p>services (Hospitals, Clinics of medical practitioners, Dental clinics, Maternity clinics and nursing, Other health practitioners, Services incidental to medical), Public health and hygiene (Public health centers, Health consultation offices and Other public health and hygiene), Social insurance and social welfare (Social insurance organizations, Welfare offices, Child welfare services, Welfare services for aged and care services, Welfare services for disabled persons,, Miscellaneous social insurance, social welfare and care services), School education, Miscellaneous education, learning support (Social education, Vocational and educational support facilities, Supplementary tutorial schools, instruction services for arts, culture and technical skills (Foreign language instructions, Sports and health instructions, Fitness centers and the like)), Compound services (Postal services, Cooperative associations) etc. *Sales through overseas transactions shall be included here.</p> <p><u>( ) “Same traders” in client division</u></p> <p>(i) Where your establishment is engaged in “General goods rental and leasing”</p> <ul style="list-style-type: none"> <li>• Clients engaged in “General goods rental and leasing” shall be classified as “Same traders.”</li> <li>• Clients engaged in target businesses other than “General goods rental and leasing” shall be classified as “Service industry (except same traders),” rather than “Same traders.”</li> </ul> <p>(ii) Where your establishment is engaged in “Industrial equipment and machinery rental”</p> <ul style="list-style-type: none"> <li>• Clients engaged in “Industrial equipment and machinery rental” shall be classified as “Same traders.”</li> <li>• Clients engaged in target businesses other than “Industrial equipment and machinery rental” shall be classified as “Service industry (except same traders),” rather than “Same traders.”</li> </ul> <p>(iii) Where your establishment is engaged in “Office machinery rental”</p> <ul style="list-style-type: none"> <li>• Clients engaged in “Office machinery rental” shall be classified as “Same traders.”</li> <li>• Clients engaged in target businesses other than “Office machinery rental” shall be classified as “Service industry (except same traders),” rather than “Same traders.”</li> </ul> <p>(iv) Where it is difficult to determine whether a client is engaged in “General goods rental and leasing,” “Industrial equipment and machinery rental” or “Office machinery rental,” please classify said client as “Same traders.”</p> <p>(iv) See (1) and (2) of “II. Establishments covered by this survey” above for the definition of “General goods rental and leasing,” “Industrial equipment and machinery rental” and “Office machinery rental.”</p>
6	<p><b>Annual operating costs and tangible fixed assets value of acquisition for business</b></p>	<p><b>(1) “I. Annual operating costs for the establishment and ‘main business’ (including consumption tax)”</b></p> <p>(i) Please fill in <b><u>annual operating costs for your establishment (not your company) and your “main business” respectively.</u></b> Should operating costs for the main business not be recorded separately, please figure out the value thereof by dividing the total operating costs by the ratio of sales of the main business.</p> <p>(ii) Please fill in <b><u>annual operating costs during the one-year period between November 1, 2005 and October 31, 2006, in accordance with the following divisions.</u></b></p>

Should the value for the above-mentioned one-year period not be available, or there be any unavoidable circumstances, please fill in the value for the one-year period prior to the settlement date closest to the survey date.

(iii) Please fill in the annual operating costs including consumption tax.

(iv) Please fill in the annual operating costs in accordance with the following divisions.

Division		Details
Total wages salaries		Please fill in the total wages (base pay, bonuses and allowances paid regularly or temporarily) and retirement benefits paid during the one-year period between November 1, 2005 and October 31, 2006. This includes remuneration and bonuses for “directors” paid from operating costs, wages for “part-timers, etc.” and “temporary employees” If there are any “assigned or dispatched employees (those working at establishments under the management of other entities (such as other companies))” to whom your establishment pays wages, please also include such wages.
Rental asset costs		Please fill in the depreciation costs pertaining to the rental assets (assets for leasing and rental), including fixed assets tax, and insurance charges
Capital costs		Please fill in the amount obtained by way of subtracting the interest on the deposits arising from funds to purchase rental assets from the interest costs incurred in the procurement of funds to purchase rental assets
Depreciation costs		Please fill in the amount corresponding to the depreciation costs for buildings, machinery, facilities and equipment whose acquisition cost was 100,000 yen or more (depreciation costs for assets other than rental assets)
Rental costs	Land and buildings	When conducting business by renting “land and buildings,” please fill in the costs for the relevant one-year period. Common area charges such as management costs and monthly parking fees shall also be include.
	Machine and equipment	When conducting business by renting “machine and equipment,” please fill in the costs for the relevant one-year period. “Transportation equipment” such as vehicles, “information related equipment” such as computers and PCs, and “office equipment” such as photocopiers shall be included in this category
Other operating costs		Operating costs other than those listed above, including the following: Packing and shipping costs, payment commission fees, sales costs, travel charges, commuting costs, costs for supplies and appliances, entertainment costs, repair costs, taxes and public charges, cash contributions, welfare expenses, dues, meeting costs, communication costs, utilities costs, advertisement costs, worker dispatching costs, rental costs other than those pertaining to land and buildings and to machines and equipment

**(2) “II. Annual tangible fixed assets value of acquisition for operation (including consumption tax)”**

(i) Please fill in the amount of assets (new assets, used assets, buildings, etc.) which your establishment acquired during the one-year period between November 1, 2005 and October 31, 2006 in the column of “**Annual tangible fixed assets value of acquisition for operation**”. If your establishment did not acquire any assets for the relevant one-year period, fill in “0” in the column for the total.

(ii) Please fill in annual tangible fixed assets value of acquisition for operation including consumption tax.

(v) Please fill in the annual tangible fixed assets value of acquisition for operation in accordance with the following divisions.

Division	Details
Machines, equipment and facilities	Costs for purchasing tools, machines, facilities, equipment and appliances whose expected lifetime is one year or more and whose acquisition cost was 100,000 yen or more
Land	Costs for purchasing land Costs for improving land already owned
Buildings and other tangible fixed assets	Costs for purchasing buildings, renovating buildings Costs for purchasing utilities for buildings such as plumbing, gas, and heating Costs for purchasing other tangible fixed assets

**7 Number of employees**

(1) Please fill in the **number of employees** as of November 1, 2006 or the day closest to the due date.

(2) Please do not include employees on long leaves of absence who have not received any wages for one month or more.

**(3) “I. Number of employed persons”**

Please fill in the number of employed persons at your establishment as indicated as follows:

(i) Please fill in the number of “Sole proprietors and unpaid family workers,” “Paid directors,” “Permanent employees,” “Temporary employees” and the “Total” by gender, respectively. Please include the number of “Employees dispatched to other companies.”

(ii) If there are any “Employees dispatched to other companies” among the total, please fill in the relevant number by gender.

(iii) If there are any “Employees dispatched from other companies” out of the total, please fill in the relevant number by gender in the separate column right to the total.

(iv) Dispatched workers refer to workers who are registered at and paid by a dispatching company and are working at a client’s establishment and workers who work as subcontractors, in addition to dispatched workers under the Worker Dispatching Act.

(v) Division of employees is as follows:

Division	Details
(i) Sole proprietors and unpaid family workers	A sole proprietor is a private business operator currently working for the establishment Unpaid family workers are family members of a private business operator who perform business full-time at the establishment without receiving wages or a salary Family members who receive the same level of wages or

		<p>salaries as ordinary employees shall be included in “Permanent employees.”</p> <p>Please fill in this column when you selected “3. Individual” at Survey item No. “<b>2. Status and capital</b>”. Therefore, if you selected “1. Company” or “2. Corporation and body other than company,” please leave this column blank and fill in columns (ii) to (v).</p>
	(ii) Paid directors	<p>Directors of a “company” or a “corporation and body other than company” (full-time or part-time) who receive remuneration or salaries</p> <p>Directors or executive board members who double as clerical staff or personnel and are paid under the same wage system as ordinary workers shall be included in “Permanent employees.” Those who only have a nominal title without actually working and do not receive director’s remuneration shall be excluded.</p>
	Permanent employees	<p>Persons who are employed without a specified term or for a specified term over the course of one month</p> <p>Persons who were employed for 18 days or more in September and October, 2006, respectively and are still employed at present</p>
	(iii) Persons generally considered full-time	Permanent employees who are generally considered to be full-time employees
	(iv) Part-timers, etc.	Permanent employees other than those generally considered “full-time” who are designated as “non-regular staff members”, “part-timers” or other similar designations
	(v) Temporary employees (other than permanent employees)	Employed persons other than permanent employees who are employed for a specific term within a month or for specific days
	Total ((i) to (v))	The total number of employees entered in columns (i) to (v) above
	Employees dispatched to other companies	Persons assigned or dispatched to establishments under the management of other entities (such as other companies) or persons working as subcontractors at corporations under the management of other entities (such as other companies) among the total number of employees ((i) to (v) above)
	Employees dispatched from other companies	Persons assigned to or dispatched by corporations under the management of other entities (such as other companies) or persons working as subcontractors accepted from corporations under the management of other entities (such as other companies), in addition to the total number of employees ((i) to (v) above)
	<p><b>(4) “II. Number of persons engaged in ‘main business’ according to section”</b></p> <p>(i) Please fill in the number of persons( ) engaged in the “main business” according to section. Even where a single person is engaged in multiple businesses, please identify said person by his/her main business (for example, the section for which he/she spent largest number of hours).</p> <p>( ) The number of person engaged refers to the number that includes the number of</p>	

“Employees dispatched from other companies” and excludes that of “Employees dispatched to other companies” from the total number of employees (the total of “I.” above). However, employees dispatched from other companies who are engaged in businesses other than the “main business” shall be excluded.

(ii) The number entered in this column shall be that of employees engaged in the “main business” as shown as follows:

$$\left[ \begin{array}{l} \text{The total number of employees (the total of (i) to (v) in “I.” above) –} \\ \text{“Employees dispatched to other companies” + “Employees dispatched} \\ \text{from other companies” who are engaged in the “main business”} \end{array} \right]$$

(iii) Please fill in the number of persons engaged according to section in accordance with the following divisions.

Division	Details
Management and sales section	Persons engaged in general affairs, planning, personnel affairs, accounting, budgeting, or sales Persons engaged in the conclusion of contracts regarding the major business, communication of clients’ intentions to the company’s relevant departments and the delivery of general goods for rental Paid directors in charge of the “main business” shall be included.
Maintenance, management, and operation section	Persons engaged in the maintenance, management and operation of general goods for rental based on conditions (obligations) concerning such services
Others	Persons engaged in services other than those mentioned above