

Directions

I. The Census of Commerce

1. Purpose of the Census

The Census of Commerce (hereafter referred to as the Census) is intended to determine current developments of commerce in Japan.

2. Legal Framework

This Census represents “designated statistical survey” (Designated Statistics No. 23) based on the Statistics Law (Law No. 18 of 1947) and is implemented according to the Regulation for the Census of Commerce (Ordinance No. 60, of the Ministry of International Trade and Industry of 1952).

3. Date of Survey

The date of survey of the 2002 Census is June 1, 2002.

The Census has been conducted every 5 years since 1997, and intermediate simplified surveys (2 years after the Census) have also been conducted.

Dates of each survey are as follows.

Year	Date of Survey	Coverage	Year	Date of survey	Coverage
1952	Sept. 1	Wholesale, Retail, Eating/drinking place	1979	June 1	Wholesale, Retail, Eating/drinking place
1954	Sept. 1	"	1982	June 1	Wholesale, Retail, Eating/drinking place
1956	July 1	"			
1958	July 1	"	1985	May 1	Wholesale, retail
1960	June 1	"	1986	Oct 1	Eating/drinking place
1962	July 1	"	1988	June 1	Wholesale, retail
1964	July 1	"	1989	Oct. 1	Eating/drinking place
1966	July 1	"	1991	July 1	Wholesale, retail
1968	July 1	"	1992	Oct. 1	Eating/drinking place
1970	June 1	"	1994	July 1	Wholesale, retail
1972	May 1	"	1997	June 1	"
1974	May 1	"	*1999	July 1	" (Simplified survey)
1976	May 1	"	2002	June 1	Wholesale, retail

*The survey for 1999 was a first simplified survey.

4. Scope of the Census

The Census covers establishments falling under “Division J – Wholesale and retail trade” listed in the Standard Industrial Classification for Japan.

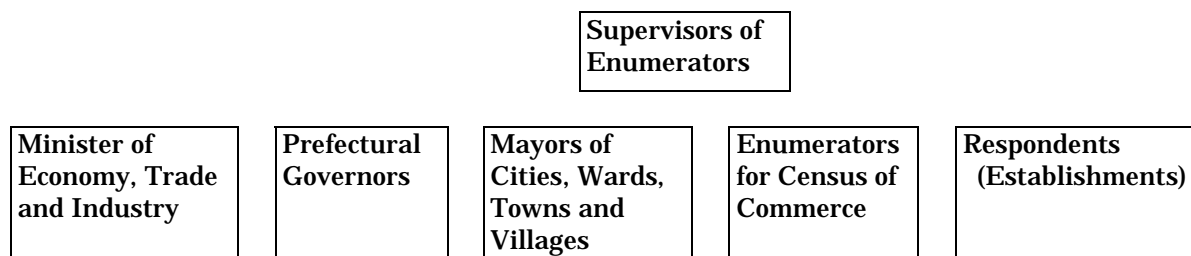
The Census covers both public and private establishments, for example, shops which exist in premises of corporations, government offices, schools and factories but are not managed by those establishments; shops selling goods, which do not have sales space, such as door-to-door sales, mail order and catalogue sales. However, establishments located inside facilities taking admission fees such as the station wickets, theaters, sporting facilities, and toll roads, though private, do not apply to the Census. However, establishments within parks with entrance fees, amusement parks and theme parks not managed by those parks will apply to the Census.

Furthermore, establishments that are closed, are in liquidation or are seasonally operating at the “Date of Survey” will apply to the Census if there should be any full time employees.

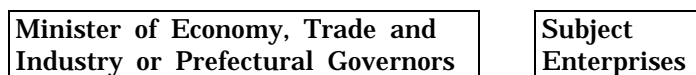
5. Survey Route

The survey routes of the Census are as follows. The methods of survey are as 1) and 2) below.

- 1) The Census is conducted by distributing questionnaires through enumerators to subject establishments where the respondents (establishments) will fill in the questionnaires (self-recorded method).



- 2) A blanket survey method will be taken for commercial enterprises with a head office and many branch establishments where the enterprises (head offices) will submit the report about all branch establishments to METI or to the prefectures.



6. Survey Items

All of the following survey items (1~18) are for incorporated establishments. Items 16~18 are omitted for individuals.

Items 10~15 are survey items for retailers only.

Survey Items	
<p>1. Name and telephone number of establishment</p> <p>2. Location of establishment</p> <p>3. Legal status, amount of paid-up capital or investment</p> <p>4. Distinction between head office and/or branch, location and telephone number of head office</p> <p>5. Opening year of establishment</p> <p>6. Number of employees</p> <p>7. Annual sales of goods</p> <p>8. Proportion of annual sales of goods by sales method</p> <p>9. Value of goods in stock</p> <p>10. Proportion of retail sales of goods (annual sales) by sales type</p>	<p>11. Adoption of self-service system or not</p> <p>12. Sales floor space</p> <p>13. Business hours</p> <p>14. Availability and capacity of parking space for customers</p> <p>15. Affiliation of chain store system or not</p> <p>16. Proportion of annual purchase of goods by supplier</p> <p>17. Proportion of annual wholesales by purchaser</p> <p>18. Number of establishment for the whole enterprise</p>

7. Publication

The results of the 2002 Census are publicized as following.

Name of Report	Major Contents
Volume 1 Report by Industry (Total)	Statistical tables by industry, by number of employees, by class of annual sales of goods and by class of sales floor space.
Volume 2 Report by Industry (Prefecture)	Statistical tables by industry, by prefecture and by special ward of Tokyo and ordinance-designated city.
Volume 3 Report by Industry (Cities, wards, towns and villages)	Statistical tables by industry and by city, ward, town and village.
Volume 4 Report by Commodity	Statistical tables of the number of establishments and annual sales of goods by commodity.

<Secondary elaboration>

Report by Sales Form	For retailers, statistical tables by sales form and by city, ward, town and village.
Report by Distribution Route	For incorporated wholesalers, distribution route by industry and by prefecture.
Report by Characteristic of Location	For retailers, the statistical tables by characteristic of location by prefecture and by characteristic for large-scale retail stores by prefecture.

II. About the Reports (Volumes 1~4) of the 2002 Census of Commerce.

1. Classifications for the Census

In general, the classification for the Census conforms in principle to the Standard Industrial Classification of Japan.

2. Revision of the Industrial Classification

According to the revision in the 11th Standard Industrial Classification of Japan, revisions to sub-classifications such as the creation of new categories, a combining of categories and changes in the names of categories have been made along with the revision in the range of the commercial division. The major revisions to wholesale trade and retail trade are as follows.

(1) Wholesale trade

A sub-classification of "Automotive used parts (wholesale trade) (4-digit sub-classification)" has been newly provided in "Motor vehicles (wholesale trade)". Industries of which the significance has decreased, such as the "Coal (wholesale trade)", "Metallic minerals (wholesale trade)", "Non-metallic minerals (wholesale trade)", have been combined as "Minerals (wholesale trade)". "Explosives (wholesale trade)" has been combined with "Miscellaneous chemicals and related products (wholesale trade)", 3-digit-classification for "Agents and brokers" has been eliminated and transferred to 4-digit sub-classification of "Other products, elsewhere not classified (wholesale trade)" and "Firewood and charcoal (wholesale trade)" has been combined with "Other products, not elsewhere classified (wholesale trade)".

Since Jewelry is the general term for both "precious metal products" and "precious stone products," the category of "Precious stone products (wholesale trade)" has been revised to "Jewelry (wholesale trade)." The name and definition of the category for "Soft drinks" for beverages except liquor and milk has been changed to "beverage wholesaler."

(2) Retail trade

In order to clarify that "General super market" is included in the statistics, the term "Department store" has been revised to "Department stores and general supermarkets". Furthermore, with the increase in number of stores and the expansion in the size of sales, a sub-classification of "Convenience stores, only for sell food and beverage at staple" (4-digit sub-classification) has been newly added in "Miscellaneous food and beverage (retail trade)"(3-digit classification). With the progress in the separation of dispensary from medical practices, "Pharmacy" (4-digit sub-classification) has been separated from "Drug stores." In order to keep pace with the times, "Pet stores" (4-digit sub-classification) has been specially made from "Retail trade, elsewhere not classified", and " Fertilizer and feed stores". "Electrical household appliance stores" has been divided into "Electrical appliance stores" and "Office machinery of electric appliance stores". According to the increase in the ratio of soft drinks, a 4-digit sub-classification for "Beverage stores" except liquor and milk has been separated from "Retail foods and beverage stores, not elsewhere classified".

With the advance in specialization in "Ladies' and children's clothing stores", the categories have been divided into "Ladies clothing stores" and "Children's clothing stores". Due to the decline in necessity of differentiating manufacturers from non-manufacturers, "Men's clothing stores (manufacturing retail

trade)” and “Men’s clothing stores (except manufacturing retail trade)” are integrated into “Men’s clothing stores”, “Processed food “tofu”, “kamaboko”, etc (manufacturing retail trade)” and “Processed food “tofu”, “kamaboko”, etc (except manufacturing retail trade)” are integrated into “Processed food “tofu”, “kamaboko”, etc (retail trade) ”. The name and definition of “Precious metal products stores” has been changed to “Jewelry stores”

3. Criteria for Classification of Establishments

Establishments are classified by industry with the following criteria of classification.

(1) Common method

- 1) When an establishment deals with a single commodity, industry is classified based on upper 4-digit of the 5-digit commodity classification number.
- 2) When a establishment deals with a multiple number of commodities, the establishment will be determined as a wholesaler or retailer by comparing which sales are larger for the upper 2-digit of the commodity classification number of the wholesale items (50~54) and retail items (56~60).
- 3) For the determination of the industrial classification, the classifications will first be categorized by the sales amount of the upper 2-digit of the commodity classification number. The 2-digit major group classification is made by searching for the commodity where the upper 2-digit are the largest, and the 3-digit group and the 4-digit industry classification are determined by classifying the upper 3-digit and the upper 4-digit in the same way.

(2) Specific method

“Wholesale trade, general merchandise,” “Miscellaneous wholesale trade, general merchandise,” “Agents and brokers,” “Department stores and general merchandise supermarkets,” “Miscellaneous retail trade, general merchandise,” “Grocery stores,” “Convenience stores,” and “Tobacco and smoking article specialty stores” are classified as follows.

1) Wholesale trade

(a) “4911 Wholesale trade, general merchandise (with 100 or more employees)”

Establishments with 100 or more regular employees dealing with all 3 goods (producer, capital and consumer goods) given in Table 1, and the sales of each good amounting to 10% or more of total wholesales.

(b) “4919 Miscellaneous wholesale trade, general merchandise”

Establishments with less than 100 regular employees dealing with all 3 goods (producer, capital and consumer goods) shown in Table 1, and the sales of each goods amounting to less than 50% of total wholesales.

Furthermore, for the above (a) and (b), when the item for producer goods is “524 Recycled material (wholesale trade)” alone, and the item for consumer goods is “549 Other products, not elsewhere classified (wholesale trade)” alone, even though the establishment should be dealing with all 3 goods of producer, capital and consumer goods, the common method of classification will be made for the wholesaler.

Table 1

By goods	Classifications	Name of classification
Producer Goods	501	Textile products (except apparel, apparel accessories and notions)
	522	Chemicals and related products
	523	Minerals and metals
	524	Recycled material
Capital Goods	521	Building materials
	531	General machinery and equipment
	532	Motor vehicles
	533	Electrical machinery, equipment and supplies
Consumer goods	539	Miscellaneous machinery and equipment
	502	Apparel, apparel accessories and notions
	511	Agricultural, animal and poultry farm and aquatic products
	512	Food and beverages
	541	Furniture, fixtures and house furnishings
	542	Drugs and toiletries
	549	Other products, not elsewhere classified

(c) “5497 Agents and brokers”

The establishment will be classified as a “Commission merchant, broker” when the amount of commission fees is higher on comparing “Annual sales of goods” and “Commission fees in other income”.

2) Retail trade**(a) “5511 Department stores and general merchandise”**

Establishments engaged in retail sales of clothing (classification 56), food (do. 57), housing (do. 58~60) given in Table 2 where either of the sales amount of clothing, food and housing lies between more than 10% and less than 70% of total retail sales, and the number of regular employees is 50 persons or more.

(b) “5599 Miscellaneous retail trade, general merchandise (with less than 50 employees)”

Establishments engaged in retail sales of clothing (classification 56), food (do. 57), housing (do. 58~60) given in Table 2 where either of the sales amount of clothing, food and housing is less than 40% of the total amount of retail sales, and the number of regular employees is less than 50 persons.

(c) “5711 Grocery stores”

Establishments classified under “57 Food and beverages (retail trade)” engaging in retails for items in the more than 3 3-digit classification between “572 to 579”, and annual sales for either of the items not amounting to 50% of “Total retail sales of foods and beverages”.

(d) “5791 Convenience stores, only for sell food and beverage at staple”

Establishments classified under “57 Food and beverages (retail trade)” adopting the self-service system, with a sales floor space between more than 30 m² and less than 250 m², and the business hours are 14 hours or more.

(e) “6091 Tobacco and smoking article specialty stores”

Establishments where sales of “60911 Tobacco and smoking goods” take up 90% or more of total retail sales.

Table 2

By clothing, food and housing	Classification	Name of Classification (Retail trade)
Clothing	56	Dry goods, apparel and Apparel accessories
Food	57	Food and beverages
Housing	58	Motor vehicles and bicycles
	59	Furniture, household utensil and appliance
	60	Miscellaneous household utensil

4. Explanation of major terms

(1) Establishment (commercial establishments)

Establishments are places of business that, as a rule, are primarily engaged in purchasing and reselling of tangible commodities.

(2) Wholesale trade

Establishments engaged in the following are classified as wholesalers:

- 1) Selling commodities to retailer or other wholesalers.
- 2) Selling a massive amount or large sum of commodities for business use to industrial users (construction, manufacturer, transport, eating and drinking places, hotels, hospitals, schools, government and public service corporations etc.).
- 3) Selling commodities mainly used for business use (office machinery, apparatus and furniture, equipment for hospitals/beauty shops/restaurants/hotels, industrial machinery (except agricultural equipment), construction material (lumber, cement, plate glass, tile etc.)).
- 4) Establishments belonging to companies engaged in manufacturing for selling their own products (except those establishments mainly engaged in management).

For example, when a company which manufactures electrical household appliances, and has a branch in other places than the manufacturing factory for selling its own products to wholesalers and retailers, this branch is classified as "Wholesaler."

- 5) Establishments engaged in wholesales of commodities as well as repairing commodities of the same kind. Even in cases where the income from repair fees exceeds that of sales of the same kind, these establishments will be classified as "Wholesale trade" instead of "Repair Service Shop."
- 6) Establishments mainly engaged in sales of commodities on behalf of other firms or individuals or acting as an intermediary for the sale of commodities (Agents and brokers).

In general, agents, brokers and assemblers of agricultural products are included in Agents and brokers.

(3) Retail trade

Establishments engaged in the following are classified as retailers:

- 1) Establishments engaged in commodity sales to individuals (unincorporated agricultural, forestry or fishery establishments included) or to household consumers.
- 2) Establishments engaged in sales of small quantity or small sum of commodities to industrial users.

- 3) Establishments engaged in sales of commodities and repair services of the same kind. Even in cases where the income from repair fees exceeds that of sales of the same kind, these establishments will be classified as “Retail trade” instead of “Repair Service Shop.” However, establishments engaged exclusively in repair will be classified as “Repair Service Shop” (Services, elsewhere not classified). In this case, replacement of parts for repair will not be considered retail of products.
- 4) “Manufacturing retailers” (establishments selling manufactured commodities to individuals or household consumers at outlets within the factory premise). For example, confectioneries, bakeries, lunch providers, tofu stores, and pharmacies etc.
- 5) Gasoline service stations
- 6) Establishments mainly engaged in sales of commodities without having sales space (includes establishments which have a base office which engages in sales activities necessary for door-to-door sales or mail order and catalogue sales), mainly selling to individuals or household consumers.
- 7) Establishments that are separately managed
Shops that exist in premises of government offices, corporations, factories, organization, theaters, amusement parks etc., but are not managed by those establishments, will be classified as “Retailers” as individual establishments.

(4) Single-unit establishment

Establishments without any branch (1 enterprise with 1 establishment).

(5) Head office

Establishments with branches. For incorporated establishments, the head office is the office registered as a “Head Office” in the Commercial Registration Book. For individual establishments, it is the operating center of business.

(6) Branch

Establishments with the name of “Branch office”, as well as offices, stands, substations, shops run by joint enterprise cooperatives mainly engaged in selling commodities.

(7) Employees and persons engaged

Number of persons who are engaged in the establishments as of June 1, 2002. The number of employees is the total of “sole proprietors and unpaid family workers,” “paid officer,” and “regular employees,” where as “temporary employees” and “workers dispatched from other companies” are included with the number of persons engaged.

- 1) “Sole proprietors and unpaid family workers” are those proprietors who are actually engaging in the private business and those family members who are regularly involved in the business without being paid for.
- 2) “Paid officers” are those executives of enterprises being paid for regardless of providing full-time or part-time service.
- 3) “Regular employees” are those usually called “full-timers / regular staff,” or “part-timers / side workers” which come under either of the following:

- a. Persons employed on the indefinite labor contract
 - b. Persons employed on the longer than-a-month labor contract
 - c. Persons other than a. or b. who have been employed for 18 days or longer per month for both April and May 2002
- 4) "Temporary employees" are those workers except regular employees employed for a period of less than one month or on a daily basis.
 - 5) "Workers dispatched from other companies" are those workers being dispatched from temping agencies or from establishments of different management.
 - 6) "Total number of hours worked by part-timers divided by eight" are obtained by converting the number of part-timers considering one worker is engaged in the business for the average daily working period of 8 hours.

(8) Annual sales of goods

Annual sales of goods means the annual sales amount of tangible goods (consumption tax included) for the period of April 1, 2001 to March 31, 2002

(9) Other income

Other income is the total of income gained (including consumption tax) from business operations other than the sales of tangible goods, such as repair, commission, manufactured goods shipments, food and beverage section, services and so on.

(10) Value of goods in stock

Value of goods in stock is the total value (cost of purchase) of all the inventory held for sales purposes as of March 31, 2002.

(11) Self-service system (retailers only)

The "self-service system" is a method of sales, which fulfils the following conditions:

- 1) Goods are unwrapped, or pre-packed with pricing
- 2) The consumer will individually carry the desired goods in shopping baskets or carts
- 3) The consumer will pay the total amount of the goods at the cashier.

Establishments that are considered to adopt the "Self-service system" in the sense of the Census, are those establishments that fulfill the above conditions in at least 50% of the total sales floor space of the establishment.

(12) Sales floor space (retailers only)

The aggregate sales floor space actually used for retail sales of the establishment as of June 1, 2002. Dining rooms, tea lounges, exterior exhibition space (garden plants, rocks), distribution centers, stairways, walkways, elevators, escalators, lobbies, lavatories, offices, warehouses, tenants and so on are excluded.

However, the survey of sales floors space for retailers of milk, motor vehicles, furniture, tatami mats, gasoline stands, and newspapers have been omitted.

(13) Annual purchase of goods (Incorporated establishments only)

Annual purchase of goods means the amount of goods purchased by all commercial establishments of the enterprise during the period between April 1, 2001 to March 31, 2002, therefore, omitting the amount of transfers between the head office and branches. However, the amount imported from overseas branches has been included.

(14) The classifications of chain stores (retailers only)

1) Establishments as a member of a franchise chain

Under the contract of the establishment (the franchisee) and another establishment (the franchiser), the franchisee will sell the commodities with the same image based upon the trademark and management know-how of the franchiser.

2) Establishments as a member of a voluntary chain

Establishments of the same kind of business joining a common enterprise in which the headquarter associates purchase, distribute, promote and sell.

3) Establishments that are not members of the above

Establishments which are not included in either 1) or 2). For example, regular chains stores (company stores), motor vehicle dealers, dealers of household electrical appliances, gasoline stands that were formerly wholesalers.

5. Others

(1) A revision of the industrial classification and an amendment to the forms of business has been reflected in the 2002 Census. The figures of 1999 have been recombined so as to meet the definitions of the 2002 Census and will not necessarily conform to the figures publicized in 1999.

(2) The “ - ” figure in the table indicates that there is no relevant figure, “0” and “0.0” that the figures are less than the minimum unit of description. “x” indicates that the figures gained for the item are for 1 or 2 establishments, and that the reporter determines that confidentiality may be obstructed by the announcement of the figures, however, even when the figures are gained for more than 3 establishments, when it is apparent that confidentiality will be obstructed by the announcement of the figures, they may be restricted.

(3) For the “composition rate” given in the text or in the tables, due to the process of rounding the figures, the accumulation of the figures may not necessarily meet the total.

(4) The 1991 Census was not been implemented for Shimabara city and Fukae village Minami Takaki county of Nagasaki Prefecture due to the disaster of the eruption of Mt. Unzen Fugen, therefore, the figures (number of establishments, number of employees, total sales during the year) of 1991 do not include the figures for this area.

(5) The 2002 Census has not been implemented for Miyake village Tokyo due to volcanic activities, therefore, the figures (number of establishments, number of employees, total sales during the year) of 2002 do not include the figures for this area.

(6) When reprinting the figures given in this Census, the source must be clarified as “2002 Census of Commerce, Research and Statistics Department, Economic and Industrial Policy Bureau, Ministry of Economy, Trade and Industry.”

6. Reference

Contact below for any inquiries in respect of the Census.

Industrial Statistics Office,

Research and Statistics Department, Economic and Industrial Policy Bureau,

Ministry of Economy, Trade, and Industry

1-3-1 Kasumigaseki Chiyoda-Ku Tokyo

〒100-8902

Telephone no. 03-3501-9945, 0386 (dial in)

The major contents of this text may also be found in the homepage of the Ministry of Economy, Trade and Industry.

URL for access to statistics : <http://www.meti.go.jp/statistics/>