



Guide for the questionnaire

# **“Quarterly Survey of Overseas Subsidiaries”**

July 2024

Research and Statistics Department  
Ministry of Economy, Trade and Industry

## I. Outline of the survey

### 1. Purpose

The purpose of this survey is to promote flexible policymaking for both economy and industry, by grasping the dynamic changes in the overseas activities of Japanese companies.

### 2. Legal basis and confidentiality

The survey is conducted by the Ministry of Economy, Trade and Industry with approval under the Statistics Act. The confidentiality of information provided in the questionnaires is protected under the Statistics Act .

### 3. Subject

#### Headquarters:

The survey covers Japanese companies that meet all of the conditions below, as of the end of March 2024.

1. Those not in the financial and insurance industry or real estate industry
2. Those with capital of 100 million yen or more
3. Those with 50 or more employees
4. Those with overseas affiliates that meet the following conditions

#### Overseas affiliates:

The survey is on all overseas affiliates of the above headquarters that meet all of the conditions below, as of the time of each survey (including those newly established during the survey term).

1. Those in manufacturing industries
2. Those with 50 or more employees
3. Those in which the Japanese headquarters holds 50% or more of the shares (consisting of direct investment and indirect investment)

(※See page 3.)

### 4. Method

In order to comprehend the state of overseas subsidiaries, this survey was conducted in the form of a mail survey where “Quarterly Survey of Overseas Subsidiaries” was distributed to the headquarters every quarter (3 months) and the headquarters filled out and mailed back the survey, as well as in the form of an online survey where the headquarters filled out responses on an electronic survey form via an Internet connection.

### 5. Time

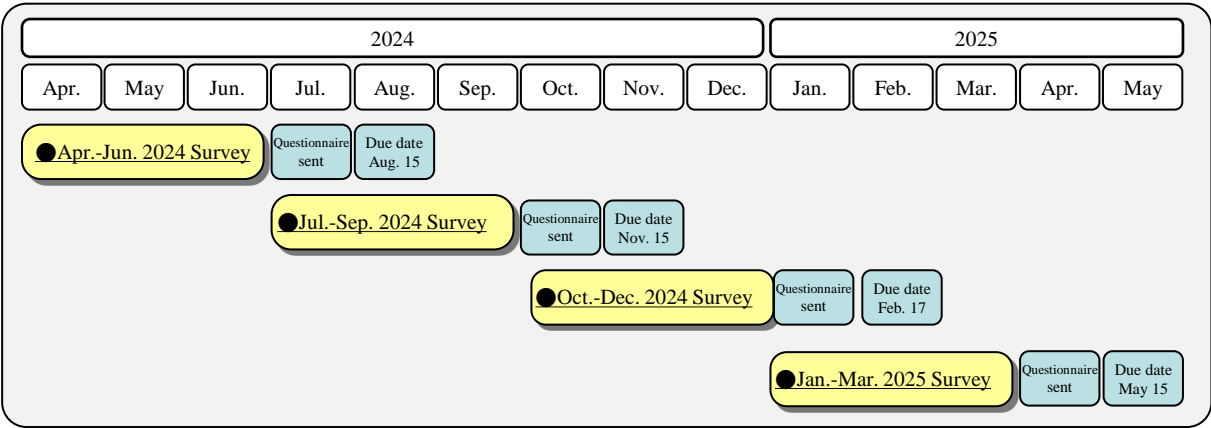
Quarterly survey as of the end of each term (※See page 2.)

## 6. Due date

See the table below.

Please ensure that it arrives at METI on time. Contact us for any special measures regarding delays.

### Distribution and due date



Survey term	Survey time	Due date
From April to June, 2024	End of June 2024	August 15, 2024
From July to September, 2024	End of September 2024	November 15, 2024
From October to December, 2024	End of December 2024	February 17, 2025
From January to March, 2025	End of March 2025	May 15, 2025

## 7. Contact Us

Overseas Affiliates Statistics Team, Structural and Enterprise Statistics Office,  
Research and Statistics Department,  
Ministry of Economy, Trade and Industry  
E-mail: [jimukyoku@k-shihanki.go.jp](mailto:jimukyoku@k-shihanki.go.jp)

## 8. Publication of results

The results will be published as the “Quarterly Survey of Overseas Subsidiaries” on METI website.

Part of the published data will be sent to the headquarters.

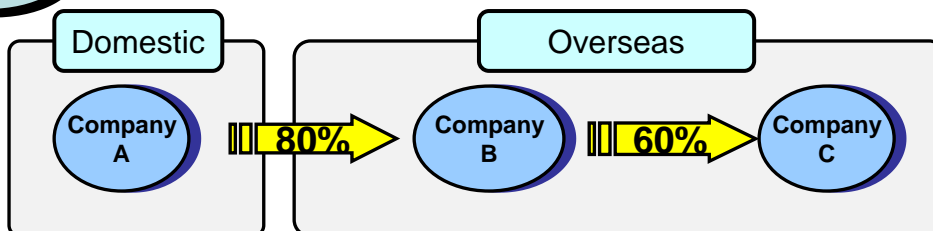
The time of publication is at the end of the month following the due date.

URL: <https://www.meti.go.jp/english/statistics/tyo/genntihou/index.html>

## Ratio of Investments by Headquarters

### ► Case 1

Case where a company is subject to the survey



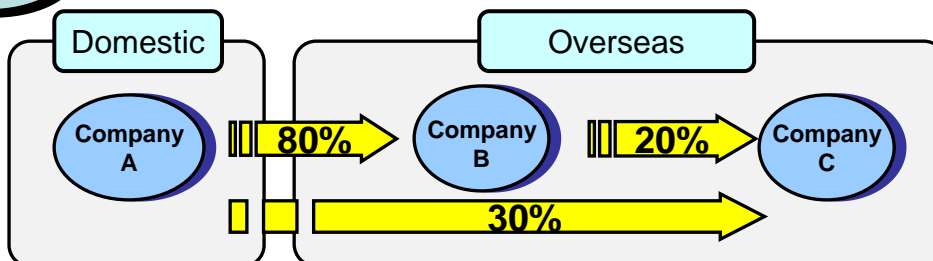
Since Company A has over 50% of controlling shares in Company B, Company B is subject to the survey.

■ Note that the calculation is not  $80 \times 60 = 48\%$

Since Company A has over 50% of controlling shares in Company B, the percentage of indirect controlling shares from Company A in Company C is **60 %**. Thus, as the percentage of controlling shares is more than 50% even though the shares are not direct investments, Company C is subject to the survey.

### ► Case 2

Case where a company is subject to the survey



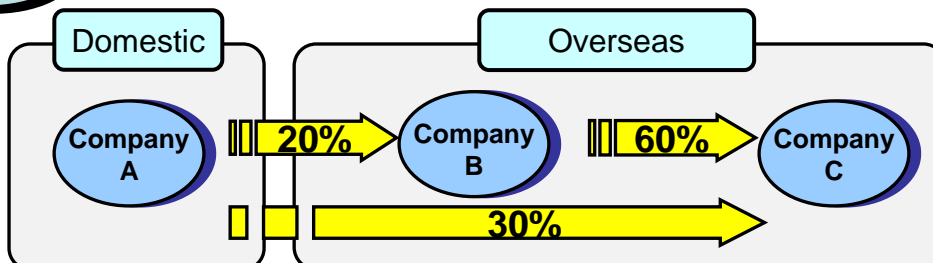
Since Company A has over 50% of controlling shares in Company B, Company B is subject to the survey.

Since Company A has over 50% of controlling shares in Company B, the percentage of indirect controlling shares from Company A in Company C is **20%**, when combined with the direct controlling shares of **30%** from Company A, the investment ratio becomes 50% or more, as  $20\% + 30\% = 50\%$ , and Company C becomes subject to the survey.

■ Note that the calculation is not  $80 \times 20 + 30 = 46\%$

### ► Case 3

Case where a company is not subject to the survey



Since Company A has less than 50% of controlling shares in Company B, Company B is not subject to the survey.

Since Company A has less than 50% of controlling shares in Company B, even if the investment ratio by Company B in Company C is more than 50%, Company C is not subject to calculation of controlling shares. Accordingly, even when combined with the ratio of indirect controlling shares from Company A (**30%**), the investment ratio is **0 % + 30% = 30%** and thus, Company C is not subject to the survey.

■ Note that the calculation is not  $20 \times 60 + 30 = 42\%$

Currency Table by Country

You may use any of the currencies in the table below. Note that the unit differs depending on the currency. For conversion, please apply an inter-office rate.  
**Note:** If there is no applicable currency, choose one usually used for conversion (Japanese yen, U.S. dollar, suzerain state currency, etc.).

Country/region	Currency code	Unit and currency		Country/region	Currency code	Unit and currency	
North America				Europe			
United States	111	thousand	United States Dollar	Euro area	199	thousand	Euro
Canada	156	thousand	Canadian Dollar	Czeck Republic	197	thousand	Czech Koruna
Central and South America				Denmark	128	thousand	Danish Krone
Argentina	213	thousand	Argentine Peso	Hungary	944	million	Hungarian Forint
Brazil	223	thousand	Brazilian Real	Norway	142	thousand	Norwegian Krone
Chile	228	million	Chilean Peso	Poland	952	thousand	Polish Zloty
Colombia	233	million	Colombian Peso	Romania	968	thousand	Romanian Leu
Costa Rica	238	million	Costa Rican Colon	Russia	951	thousand	Russian Ruble
Guatemala	258	thousand	Guatemalan Quetzal	Sweden	144	thousand	Swedish Krona
Mexico	273	thousand	Mexican Peso	Switzerland	146	thousand	Swiss Franc
Nicaragua	278	thousand	Nicaraguan Cordoba	Turkey	186	thousand	Turkish Lira
Panama	283	thousand	Panamanian Balboa	United Kingdom	112	thousand	Pound Sterling
Peru	293	thousand	Peruvian Sol				
Asia				Oceania			
Japan	100	million	Japanese Yen	Australia	193	thousand	Australian Dollar
Bangladesh	513	thousand	Bangladeshi Taka	New Zealand	196	thousand	New Zealand Dollar
China	924	thousand	Chinese Yuan	Papua New Guinea	853	thousand	Papua New Guinean Kina
Hong Kong	532	thousand	Hong Kong Dollar	Africa			
India	534	thousand	Indian Rupee	Egypt	469	thousand	Egyptian Pound
Indonesia	536	million	Indonesian Rupiah	Eswatini	734	thousand	Eswatini Lilangeni
Malaysia	548	thousand	Malaysian Ringgit	Ivory Coast	662	million	CFA Franc
Pakistan	564	thousand	Pakistani Rupee	Nigeria	694	thousand	Nigerian Naira
Philippines	566	thousand	Philippine Peso	South Africa	745	thousand	South African Rand
Singapore	576	thousand	Singapore Dollar	Middle East			
South Korea	542	million	Korean Won	Iran	429	million	Iranian Rial
Sri Lanka	524	thousand	Sri Lankan Rupee	Israel	436	thousand	New Israeli Shekel
Taiwan	585	thousand	New Taiwan Dollar	Saudi Arabia	456	thousand	Saudi Riyal
Thailand	578	thousand	Thai Baht				
Vietnam	582	million	Vietnamese Dong				

## II. Questionnaire

- This survey is a quarterly survey (conducted once every three months).
- Please fill in quarterly figures for the “actual result” (the amount of money and the number of employees).
- The survey term is, in principle, for three months from the first day of the first month to the final day of the last month of the term.
- For survey time, see “The survey term ” below.
- If it is particularly difficult to obtain an accurate figure, then it is permissible to enter an approximation or estimate.

The survey term	Survey time	Actual result
Apr. — Jun. 2024	End of Jun. 2024	Apr. — Jun. 2024
Jul. — Sep. 2024	End of Sep. 2024	Jul. — Sep. 2024
Oct. — Dec. 2024	End of Dec. 2024	Oct. — Dec. 2024
Jan. — Mar. 2025	End of Mar. 2025	Jan. — Mar. 2025

End of Jun. 2024
End of Sep. 2024
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Oct. — Dec. 2024  
Jan. — Mar. 2025

**Sales**

**“Sales”**  
The total amount of the sales of your company’s mining products, your company’s manufacturing products, revenue from processing charges (charges for processing raw materials, half-finished products, or parts provided by other companies), sales of buying-in products, and revenues from other operations (construction business, agriculture, forestry and fisheries industry, restaurant business, service business).

**“Local sales” (※)**  
The total sales in the country to which your company belongs.

**“Sales to Japan”**  
The total direct sales to Japan conducted in your company’s name.

**“Sales to countries other than Japan” (※)**  
The total direct sales to countries other than Japan and the country to which your company belongs conducted in your company’s name.

(※) Sales to Hong Kong conducted by an affiliate in China and sales of the export to China conducted by a Hong Kong affiliate shall be included in “Sales to countries other than Japan.”

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**Overseas affiliate profile**

“Overseas affiliate profile” has been preprinted, based on the reports submitted by the previous quarter. In case of any mistakes or changes to the preprinted contents, please make the necessary corrections in red ink. The name of the headquarters, department, and person in charge are used when we distribute questionnaire sheets. If you have any overseas affiliates to add to the survey, please make copies of a spare questionnaire sheet that has a blank space for the “Overseas affiliate profile” corresponding to the affiliates, and fill in the names and headquarters thereof. (Please refer to “Remarks.”) We will provide you with questionnaire sheets preprinted with the “Overseas affiliate profile” for the relevant affiliates, beginning with the next survey.

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For the actual result, please choose the currency that is most convenient for you to use when filling out this form from among the currencies listed in the “currency table by country” printed on the reverse side.

Please fill in your currency code of choice.

**Note that the unit differs depending on the currencies (1,000 or 1,000,000).**

Count fractions over 1/2 as one and disregard the rest.

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[illegible]

2

[Definition of the subject to be surveyed]

Headquarters: The survey covers Japanese companies that meet all of the conditions below, as of the end of March 2024.

1. Those not in the financial and insurance industry or real estate industry
2. Those with capital of 100 million yen or more
3. Those with 50 or more employees
4. Those with overseas affiliates that meet the following conditions

Overseas affiliates: This survey covers all overseas affiliates of the above headquarters that meet all of the conditions listed below, as of the time of each survey.

1. Those in manufacturing industries
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3. Those in which the Japanese headquarters holds 50% or more of the shares (consisting of direct investment and indirect investment)

※ Overseas affiliates that came to meet these conditions as of the survey time due to new establishment, capital expansion or increase of employees are also covered. (See “Remarks” in the bottom right corner and “Overseas affiliate profile” in the bottom left corner.)

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For “Period for the amounts,” select the period (“Quarter” or “Half year”). For the actual result, write down the amount consistent with the period you selected (Quarter or Half year).

- If the amount for this survey term are not available, write down the amount for the 3-month term closest to the applicable period for which you have data.
- If the actual result for the quarter is not available, write down the actual result for the latest half year for which you have data and write down the applicable period in the Remarks column.

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- If the amount for this survey term are not available, write down the amount for the 3-month term closest to the applicable period for which you have data.
  - If the actual result for the quarter is not available, write down the actual result for the latest half year for which you have data and write down the applicable period in the Remarks column.

If the figure fluctuates significantly compared to the same period of the previous year, please make your best effort to explain the cause in the Remarks column. If we suspect an erroneous entry or if there is a large impact on the whole, we may make an inquiry.

Please write down the total number of paid executives and regular employees (including assigned employees from Japan in both cases). Regular employees refer to those without specifying a period, or with an employment contract for 1 month or more, irrespective of whether they are permanent full-time employees, non-permanent workers or part-timers. Please disregard here whether or not assigned employees from Japan are paid by overseas affiliates.

If the number at the end of the term is not available, give that for the closest time to the term end for which such a figure is available and indicate the time in the "Remarks."

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**With regard to any affiliate to be added to the survey**

- Please make a copy of the form and submit it.
- Please write down (1) **the address** of the affiliate, (2) **the reason** ((a) newly established, (b) increase in controlling share to 50% or higher, (c) increase in number of employees to 50 or more, (d) start of manufacturing business, (e) other matters (specifically)), (3) **the date the reason** came into effect, (4) **the major business contents (name of products manufactured, etc.)**, and (5) **the investment ratio of the Japanese headquarters (consisting of direct investment and indirect investment)** in the Remarks column.

**With regard to the affiliates to be excluded from the survey**

- Please provide us with (1) **the date** of and (2) **the reason** for said exclusion ((a) extinguishment due to dissolution, liquidation, or merger, (b) decrease of shares to less than 50%, (c) decrease of number of employees to less than 50 (excluding temporary decreases), (d) abolition of manufacturing business, (e) other matters (specifically)).

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