

# Central Bank of Trinidad and Tobago

## Instructions

### Monthly Statement of Country Exposure (C.B. 115/1)

The monthly statement of country exposure is to be completed by all financial institutions at the end of each month and submitted within **fifteen (15) working days** of the period to which the Return relates.

Submissions must be provided in both printed and electronic format.

Submit hard copies to:

**The Inspector of Financial Institutions**

Attn: Data Management Unit

Policy and Support Department

Central Bank of Trinidad and Tobago

Printed submissions are to be signed on page 6 (The form is basically an MS Excel workbook with each page corresponding to a spreadsheet) by the person completing the form and the person authorising the form.

The electronic format is to be submitted by e-mail using PGP (Pretty Good Privacy) technology. The e-mail address for electronic submission is: [FIS@central-bank.org.tt](mailto:FIS@central-bank.org.tt). A template of the form is included on diskette along with this copy of the guidelines to the CB 115/1 form. A physical copy of the form is also attached for your information.

The minimum requirements for the use of the C.B. 115/1 form are as follows:

**Software-** Windows XP Professional, Version 2002, Service Pack 1

**System**

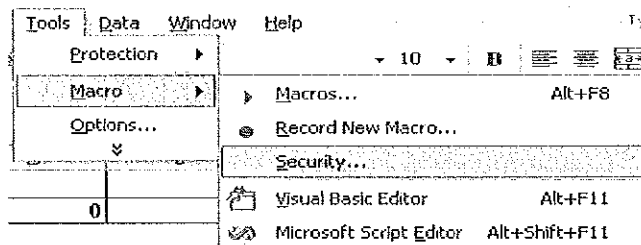
1. PC with 300 megahertz or higher processor clock speed recommended;
2. 233 MHz minimum required (single or dual processor system);

3. Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended.
4. 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features).
5. 1.5 gigabytes (GB) of available hard disk space
6. Super VGA (800 x 600) or higher-resolution video adapter and monitor

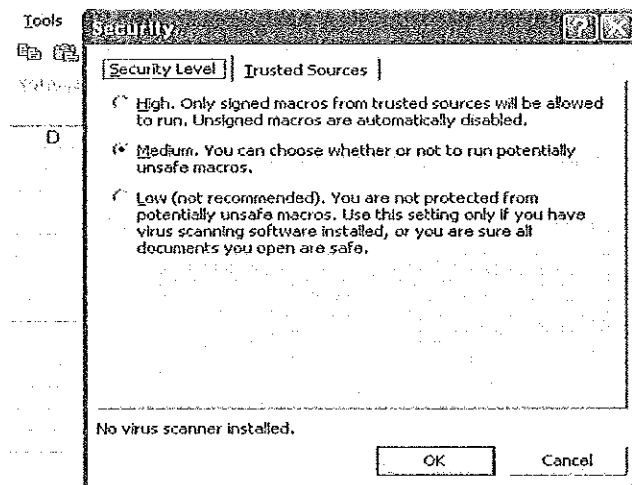
**Application-** Microsoft Excel (Version 2002 service pack 1)

Set macro security to medium

- Select *tools* from main menu bar

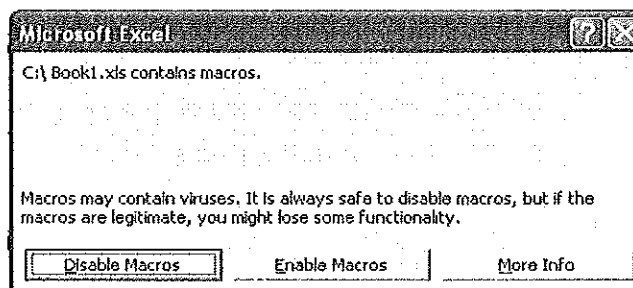


- Select medium security level <sup>1</sup>



<sup>1</sup> Internal procedures may require you to obtain approval before changing your macro security level.

- Close MS Excel and reopen it. If the file contains macros, the window at right will be displayed. If your file is from a safe source, click *Enable Macros*. Your MS Excel will now be capable of running macros.



## 1. UNIT OF MEASUREMENT

All values are to be reported in Trinidad and Tobago (TT) dollars, in thousands (TT\$'000).

## 2. CONSISTENCY

The information presented in this report must be consistent with the information presented in the C.B. 20/1. As such the Gross Loan balance reported in Cell P42 of the *Loans Country Exposure* spreadsheet must be consistent with the sum of lines 1401, 1402, 1403 and 1404 of the CB20 Monthly Statement of Condition. Similarly, the balance reported in cell I42 on the Other Exposures spreadsheet must be consistent with the balance 15 of the CB20 Monthly Statement of Condition.

## 3. TERRITORIES

The form lists the most common territory choices. If the territory

37	SURINAME
38	UNITED STATES
39	TRINIDAD AND TOBAGO
40	OTHER TERRITORIES
41	

Click to Go To Loans, Other Territories

required is not listed, click on the 'Other Territories' option in the electronic form (available in the *Loans Country Exposure*, the *Due from Banks* and the *Other Exposures* spreadsheets). This selection would links to another form in the workbook (via

A	
TERRITORY	
9	
10	Afghanistan
11	Albania
12	Algeria
13	Andorra
14	Angola
15	Armenia
16	Australia
17	Austria

hyperlink) which provides several drop-down boxes that can be used to search and select the desired territory (territories are listed alphabetically).

4. **SECTOR DEFINITIONS** (Definitions for the main economic sectors are also available in the CB20 Monthly Statement of Condition Guidelines, the System of National Accounts (SNA) and the Trinidad and Tobago SNA.)

#### 4.1 GOVERNMENT

Government<sup>2</sup> includes the following sub-sectors and institutional units<sup>3</sup>: -

- Central Government- consists of institutional units making up the central government<sup>4</sup>.
- State and /or Local Government- State  
Governments are institutional units operating just below the central level and just above the local level. They are institutional units whose fiscal and legislative authorities

<sup>2</sup> **Government units** are institutional units that carry out the functions of government as their primary activity. That is, they have legislative, judicial, or executive authority over other institutional units within a given area; they assume responsibility for the provision of goods and services to the community as a whole or to individual households on a non market basis; they make transfer payments to redistribute income and wealth; and they finance their activities, directly or indirectly, mainly by means of taxes and other compulsory transfers from units in other sectors. All government units are members of the general government sector.

<sup>3</sup> An **institutional unit** is an economic entity that is capable, in its own right, of owning assets, incurring liabilities, and engaging in economic activities and in transactions with other entities. Some important features of institutional units follow:

- The ability of an institutional unit to own goods or assets in its own right means that it is also able to exchange the ownership of goods or assets in transactions with other institutional units.
- An institutional unit is able to take economic decisions and engage in economic activities for which it is itself held directly responsible and accountable at law.
- An institutional unit is able to incur liabilities on its own behalf, to take on other obligations or future commitments, and to enter into contracts.
- Either a complete set of accounts, including a balance sheet of assets, liabilities, and net worth, exists for an institutional unit, or it would be possible and meaningful, from both an economic and legal viewpoint, to compile a complete set of accounts if they were to be required.

<sup>4</sup> The political authority of a country's **central government** extends over the entire territory of the country. The central government can impose taxes on all resident institutional units and on nonresident units engaged in economic activities within the country. The central government typically is responsible for providing collective services for the benefit of the community as a whole, such as national defense, relations with other countries, public order and safety, and the efficient operation of the social and economic system of the country. In addition, it may incur expenses on the provision of services, such as education or health, primarily for the benefit of individual households, and it may make transfers to other institutional units, including other levels of government.

extend only over the individual "states" into which the country is divided. *Local government* comprises institutional units whose fiscal and legislative authority extends over the smallest geographical areas distinguished for administrative purposes. In many small countries there is no proper intermediate level between central and local government. Thus, State Government is not a relevant category.

- Social Security Funds- are institutional units which can be found at all levels of government and which exist to provide social insurance. Such programs are intended to provide social benefits to the community out of funds derived from social contributions that are imposed and controlled by the government. These contributions usually involve compulsory contributions by employees or employers or both and the benefits paid to recipients are determined by governmental units.

## **4.2 OTHER GOVERNMENT BODIES**

Includes: -

- Public Utilities - this grouping is specific to reporting on the Trinidad and Tobago economy. Public utilities are placed in the government sector because much of the debt of these institutions is guaranteed by the Trinidad and Tobago Government and their pricing policies may take public policy considerations into account.
- Statutory Boards - this grouping is specific to reporting on the Trinidad and Tobago economy.

Statutory boards have one or more of the following characteristics; they have been established by various acts of parliament, are non-profit institutions funded mainly by the government and their pricing policies may not be market determined.

- State Owned Non- Financial Institutions - include all corporations and quasi-corporations that engage in the production of goods and non financial services and are wholly (100%) or majority (>50%) owned by governmental units.
- State Owned Financial Institutions - include all transactions with Other Financial Institutions that are wholly (100%) or majority owned (>50%) by governmental units.

#### **4.3 PRIVATE FINANCIAL SECTOR**

Include: -

- Commercial Banks - include all depository corporations and quasi-corporations which have liabilities payable on demand, transferable by cheque or otherwise usable for making payment that participate in a common clearing system organized to facilitate the transfer of deposits between them by cheques or other means.
- Other Financial Institutions - include the following types of institutional units:
  1. Other depository corporations
  2. Other financial intermediaries

3. Financial auxiliaries

4. Insurance companies and pension funds

- Privately owned other Financial Institutions - include all transactions with non-bank and other financial institutions that are wholly (100%) or majority owned (>50%) by private institutional units.

**4.4 PRIVATE SECTOR (Non-Financial)**

Includes: -

- Privately owned non financial institutions - include transactions with all corporations, quasi-corporations and incorporated businesses whose principal activity is the provision of goods or non financial services that are wholly owned or majority owned by private individuals, households or any private corporation<sup>5</sup> or quasi corporations<sup>6</sup>:
  1. Incorporated enterprises- are essentially corporations
  2. Unincorporated enterprises- are essentially quasi-corporations

Sub sectors shown for private sector: -

- Energy<sup>i</sup>

<sup>5</sup> **Corporations** are legal entities that are created for the purpose of producing goods or services for the market. They may be a source of profit or other financial gain to their owners. A corporation is collectively owned by shareholders who have the authority to appoint directors responsible for its general management. Institutional units owned or controlled by governments that qualify as corporations in the sense used here are known as public corporations. All corporations are members of the non financial corporations sector or the financial corporations sector, depending on the nature of their primary activity.

<sup>6</sup> **Quasi-corporations** are entities that are not incorporated or otherwise legally established, but which function as if they were corporations, as defined in the previous two paragraphs. Quasi-corporations are also treated in the same way as corporations in the Government Finance Statistics system, which means that they are institutional units separate from the units to which they legally belong. They are classified as members of either the non financial corporations sector or the financial corporations sector depending on the nature of their primary activity.

- Agriculture<sup>i</sup>
- Electricity and Water<sup>iii</sup>
- Transport Storage and Communication<sup>iv</sup>
- Distribution<sup>v</sup>
- Real Estate<sup>vi</sup>
- Manufacturing<sup>vii</sup>
- Construction<sup>viii</sup>
- Hotels and Restaurants<sup>ix</sup>
- Other Services

#### **4.5 CONSUMERS**

This sector is designed to capture the sources and use of finance by the household sector for the purpose of consumption. The household sector includes the individual members of households as well as *Non Profit Institutions Servicing Households*.

#### **5.0 CUSTOMERS' LIABILITY ON ACCEPTANCES**

Include the reporting bank's acceptances of its customers' liabilities arising from Bills of Collection (Drafts/Bills of Exchange, both sight and term), letters of credit negotiated and other Bonds, Guarantees and Indemnities accepted. Include only acceptances outstanding, that is, not owned through discount by the reporting bank on the reporting date.

##### **5.1 Bills of Collection**

Reflect the reporting institution's potential liability on the acceptance of Drafts and Bills of Exchange. Do not include bills for which there is no obligation/liability on the part of the reporting institution, that is, when the institution is acting as a collecting agent only.



## 5.2 Letters of Credit

A **LETTER OF CREDIT (L/C)** is an instrument or document issued by a bank guaranteeing the payment of a customer's drafts up to a stated amount for a specified period. It substitutes the bank's credit for the buyer's and eliminates the seller's risk. It is used extensively in international trade. A **commercial letter of credit** is normally drawn in favor of a third party, called the beneficiary. A **confirmed letter of credit** is provided by a correspondent bank and is guaranteed by the issuing bank. A **revolving letter of credit** is issued for a specified amount and automatically renewed for the same amount for a specified period, permitting any number of drafts to be drawn so long as they do not exceed its overall limit.

Reflects the reporting institution's potential liability on letters of credit issued (Confirmed and Unconfirmed) for account of its customers, in virtue of which, acting according to its client's instructions, the institution obligates itself to pay to a beneficiary or to his order, or to accept or negotiate bills of exchange or drafts drawn by the beneficiary of the letter of credit, authorize that such payment be made, accepted or negotiated by other institutions against delivery of the required documents, in so far as the terms and conditions of the credit are satisfied.

## 5.3 Bonds

Include under this Sub-Account the potential liability of the reporting institution arising from acceptance of customers' liabilities on bonds.

## 5.4 Guarantees

Include under this Sub-Account the potential liability of the reporting institution arising from acceptance of its customers' liabilities on guarantees.

**N.B.** A **GUARANTEE** is any agreement to compensate another party for damage or loss.

**5.5 Indemnities**

Include under this Sub-Account the potential liability of the reporting institution arising from acceptance of customer liabilities on indemnities.

**N.B.** An **INDEMNITY** is an agreement to compensate another party for damage or loss incurred.

**5.6 Bankers Acceptances**

The liability which the bank assumes when accepting negotiable instruments drawn upon it by its customers or by beneficiaries of Letters of Credit. Include all Bankers' Acceptances issued on behalf of customers.

**5.7 Other**

Include all other customers' liabilities, not included above.

**6.0 Deposit Accounts**

Include the following items under the liquid funds section of the Monthly statements of condition CB20/1.

**6.1 Due from Banks**

This item represents all liquid asset balances due from other commercial banks, arising from the maintenance of operational accounts with the reporting bank.

**6.2 Cash items in the Process of Collection**

Include cheques in the process of collection, drawn on other banks which are payable immediately upon presentation and cheques on hand which will be forwarded for collection on the following business day (that is outward clearings on other banks). Cheques drawn on other banks which have been deposited in the reporting commercial bank or in any of its branches and have been forwarded to other branches of the reporting commercial bank for collection should be reported under this item.

### 6.3 Time Deposits

Time deposits specify maturity or other withdrawal conditions. They may take the form of certificates of deposit which are evidenced by a negotiable or non-negotiable instrument providing on its face that the amount of such deposit is payable to the bearer, or any specified person or to the order of a specified person on a certain date. Time deposits also take the form of open accounts with respect to which there is in force a written contract with the depositor that neither the whole nor any part of such deposit may be withdrawn prior to the date of maturity.

## Central Bank of Trinidad and Tobago

November 2004

### End Notes:

<sup>i</sup> Mining and quarrying is here used in a broad sense to include the extraction, dressing and beneficiating of minerals occurring naturally: solids, such as coal and ores; liquids, such as crude petroleum; and gases, such as natural gas. Mining includes underground and surface mines, quarries and wells and all supplemental activities for dressing and beneficiating ores and other crude materials, such as crushing, screening, washing, cleaning, grading, milling, flotation, melting, pelleting, topping and other preparations needed to render the material marketable. Mining activities are classified into divisions, major groups and groups on the basis of the principal mineral produced.

Excluded from this major division are works performed on a contract or fee basis in the development and preparation of mineral properties and sites or in prospecting for minerals. The purification and distribution of water (Water works and supply); the bottling of natural spring and mineral waters at springs and wells (Soft drinks and carbonated water industries); and the crushing, grinding or otherwise treating certain earths, rocks, and minerals not carried on in conjunction with mining and quarrying activities (Manufacture of non-metallic mineral products).

<sup>ii</sup> Growing of field crops, fruits, grapes, nuts, seeds, tree nurseries, except those of forest trees, bulbs, vegetables, flowers both in the open and under glass; tea, coffee, cocoa and rubber plantations; raising of livestock, poultry, rabbits, bees, fur-bearing or other animals; the production of milk, wool, fur, eggs, honey; and silk worm egg and cocoon raising. Also included are establishments primarily engaged in landscape gardening, e.g., the planting and care of lawns, flower gardens, shade and ornamental trees. The processing of agricultural products on farms and plantations is covered in this group if it is not feasible to report separately on the production of agricultural products, e.g., grapes, rubber, tea leaves, olive oil nuts, milk, and the processing of these commodities.

Agricultural, animal husbandry and horticultural services on a fee or contract basis, such as harvesting, baling, threshing, husking and shelling; preparing of tobacco for auctioning; animal shearing; pest destroying and spraying; seeding and spraying by aircraft; pruning; picking of fruits and vegetables and, packing on the farm and on the account of the producers elsewhere; and the operation of irrigation systems. The provision on a fee or contract basis, of agricultural equipment along with the services of drivers and other attendants of the equipment, is covered in this group, but excluded are; letting of agricultural equipment solely (Machinery rental and leasing), Veterinary services on a fee or contract basis (Veterinary services); establishments primarily engaged in the transportation of farm products (Transport and storage); and the operators of horse and dog racing stables (Amusement and recreation services, not elsewhere classified).

Commercial hunting and trapping, and game propagation for commercial purposes other than for sport.

The operation of timber tracts; forest tree nurseries; planting, replanting and conservation of forests; gathering of uncultivated materials, such as gums and resins, wild rubber, saps, barks, herbs, wild fruits and flowers, mosses, leaves, needles, reeds and roots; and the concentrating and

distilling of sap and charcoal burning when carried on in the forest. Establishments primarily engaged in providing forestry services on a fee or contract basis are included in this group.

Logging camps, logging contractors and loggers primarily engaged in cutting timber and in producing rough, round, hewn, or riven forest or wood raw materials. Independent contractors engaged in trucking timber, but who perform no cutting operations are excluded (Freight transport by road). However, the hauling and transportation of timber (trucking, rafting, etc.) up to the point of delivery to a transport or manufacturing establishment is included in this group. Logging and woods operation conducted in combination with saw mills, pulp mills, or other converting establishments which cannot be separately reported, are excluded (Sawmills, planning and other wood mills, Manufacture of pulp, paper and paperboard, Manufacture of basic industrial chemicals).

Commercial fishing in ocean, coastal, off-shore and estuary waters, including factory-type fishing vessels and fleets engaged in catching and processing. This consists of catching or taking fish, crustacea and mollusks; seal hunting; gathering of uncultivated sea weeds, sea shells, pearls, oysters, clams, lobsters, crabs, shellfish, sponges, turtles and other ocean and coastal water products. Factory-type vessels engaged in processing fish only, which can be treated as individual establishments, are excluded (Processing of fish, crustacea and similar foods).

Commercial catching, taking and gathering of fish and uncultivated plant life in inland waters; operators of fish hatcheries and preserves; frog and goldfish farms; cultivated oyster beds and farms; and cultivated pearl and laver beds. Also included are fishery services on a fee or contract basis.

iii

The generation, transmission and distribution of electric energy for sale to household, industrial and commercial users. Included are electric power plants which sell a significant amount of electricity to others, as well as produce electricity for their parent enterprise, and which can be reported separately from the other units of the parent enterprise. The manufacture of gas in gasworks and the distribution of manufactured or natural gas through a system of mains to household, industrial and commercial users. Coking ovens located in gas works are included. Establishments primarily engaged in the production and distribution of steam and hot water for heating, power and other purposes. The collection, purification and distribution of water to household, industrial and commercial users.

iv

Companies furnishing transportation by interurban and suburban railroads; and services allied to railway transportation, such as sleeping-car services, railway express, and switching and other terminal services. Also included are dining-car services in railroad trains not operated as independent businesses; and the building, over-haul and repair of railway rolling stock and the construction and maintenance of railway right-of-way and buildings by railway transport companies which it is not possible to report separately. Excluded from this group are units operated by railroad companies which are primarily engaged in providing telegraph services; in operating hotels, and in providing water transport.

Inter-urban and suburban bus and coach lines; and urban passenger transportation whether by electric railway, trolley coach, bus, tramways or subway. The operation of associated terminal, maintenance, and service facilities is included. Urban transit systems may also include ferries and any other means of transport forming part of an integrated system of urban passenger transport.

Passenger transportation services, not elsewhere classified, such as sight-seeing buses, limousines to airports or stations, school buses, taxicabs; and animal-drawn vehicles for the transport of passenger or freight. The rental of automobiles with drivers is also included. Local or long-distance trucking, transfer, and draying services. The operation of terminal facilities for handling freight, with or without maintenance facilities, and the rental of trucks, with drivers, are also included. This group does not include delivery departments or warehouses operated by business concerns for their own use.

Transport by pipeline, on a contract or fee basis, of crude and refined petroleum, natural gas, coal, slurry and other commodities.

Services in support of land transport, such as the operation of toll roads, highway bridges, vehicular tunnels and parking lots and structures; the rental of railroad cars and of automobiles and trucks without drivers.

The operation of vessels for transport of freight and passengers over-seas and coastwise. The operation of vessels for the transport of freight and passengers by rivers, canals and other inland waterways. Included are ferries operated across rivers, domestic lakes and within harbors. The provision of supporting services to all kinds of water transport, such as maintenance and operation of piers, docks and associated buildings and facilities; pilotage; maintenance and operation of light-houses and other aids to navigation; loading and discharging of vessels; maintenance and operation of canals; salvaging of distressed vessels and cargoes; and ship leasing and rental.

The transport by air of passengers and freight, whether by regular services or by private charter. The operation of airports, flying fields and air navigational facilities such as radio beacons, flying control centres and radar stations; aircraft rental.

Services incidental to transport, such as forwarding; packing and crating; arrangement of transport (including travel agencies); inspection, sampling and weighing; ship and aircraft brokers. The operation of stock yards which provide pens, feed, and selling areas for livestock temporarily held, either pending sale or in transit to or from the market is also included.

The operation of storage facilities and warehouses (including bonded and refrigerated warehouses) for hire by the general public for storage of such items as farm products, food, furniture and other household goods, automobile dead-storage, furs, whiskey, textiles and lumber, when such storage is offered as an independent service.

Communication services rendered to the public whether by post, wire or radio and whether intended to be received audibly or visually. Services for the exchange or recording of messages are also included.

v This section includes wholesale and retail sale (sale without transformation) of any type of goods, and rendering services incidental to the sale of merchandise. Wholesaling and retailing are the final steps in the distribution of merchandise. Also included in this section are the repair of motor vehicles and the installation and repair of personal and household goods.

Sale without transformation is considered to include the usual operations (or manipulations) associated with trade, for example sorting, grading and assembling of goods, mixing (blending) of goods (for example wine or sand), bottling (with or without preceding bottle cleaning), packing, breaking bulk and repacking for distribution in smaller lots, storage (whether or not frozen or chilled), cleaning and drying of agricultural products, cutting out of wood fibreboards or metal sheets on own account.

Wholesale is the resale (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users, or to other wholesalers, or involves acting as an agent or broker in buying merchandise for, or selling merchandise to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, and cooperative buying associations, sales branches and sales offices (but not retail stores) that are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and that do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise and commodity brokers, commission merchants and agents and assemblers, buyers and cooperative associations engaged in the marketing of farm products. Wholesalers frequently physically assemble, sort and grade goods in large lots, break bulk, repack and redistribute in smaller lots, for example pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

Retailing is the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, hawkers and peddlers, consumer cooperatives, auction houses etc. Most retailers take title to the goods they sell, but some act as agents for a principal and sell either on consignment or on a commission basis.

vi Letting and operating real estate, such as non-residential buildings, apartment buildings and dwellings; developing and subdividing real estate into lots, including the development and sale of cemetery lots and residential development on own account; lessors of real property; real estate agents, brokers and managers engaged in renting, buying, selling, managing and appraising real estate on a contract or fee basis. This group does not include operators of hotels, rooming houses, camps, trailer camps and other lodging places.

vii Manufacturing is defined as the mechanical or chemical transformation of inorganic or organic substances into new products whether the work is performed by power-driven machines or by hand, whether it is done in a factory or in the worker's home, and whether the products are sold at wholesale or retail.

The assembly of the component parts of manufactured products is considered manufacturing except in cases where the activity is appropriately classified in group 5000 (Construction). The assembly on the site of prefabricated, integral parts into bridges, water tanks, storage and warehouse facilities, railroad and elevated rights of-way, lift and escalator, plumbing, sprinkler, central heating, ventilating and air conditioning, lighting and electrical wiring, etc. systems of buildings, and all kinds of structures, is classified as construction. The assembly and installation of machinery and equipment in mining, manufacturing, commercial and other establishments, when carried on as a specialized activity, is classified in the same group of manufacturing as the manufacture of the item installed. Establishments specializing in the installation of major household appliances, such as stoves and ranges, refrigerators, washing machines, dryers, are classified in the appropriate group of major group 951 (Repair services). The assembly and installation of machinery and equipment which is performed as a service incidental to the sale of the goods by an establishment primarily engaged in manufacturing, wholesale trade or retail trade, is classified with its principal activity.

Establishments specializing in the repair of industrial, commercial, office and similar machinery and equipment are, in general, classified in the same group of Manufacturing as establishments primarily engaged in manufacturing the goods. Units the principal activity of which is the repair of household appliances, equipment and furnishings, motor cars and other consumer goods are, as a general rule, are excluded (Repair services) in accordance with the kind of goods which are repaired. Repair services which are usually furnished by establishments primarily engaged in custom manufacturing, are covered in the group of this major division in which the custom manufacturing is classified. The substantial alteration, renovation or reconstruction of any type of goods is considered to be manufacturing, and not repair.

The manufacture of specialized components and parts of, and accessories and attachments to, machinery and equipment is, as a general rule classified in the same group as the manufacture of the machinery and equipment for which the parts and accessories are intended. However, the making of specialized components and accessories by moulding or extruding plastic materials is excluded (Manufacture of plastic materials n.e.c.). The manufacture of unspecialized components and parts of machinery and equipment, e.g., engines, pistons, electric motors, electrical assemblies, valves, gears, roller bearings, is classified in the appropriate group of Manufacturing, without regard to the machinery and equipment in which these items may be included.

viii General and special trade contractors primarily engaged in contract construction. Also included are units of enterprises primarily engaged in construction work for the parent enterprise which can be separately reported.

General contractors may be engaged in constructing, altering, repairing and demolishing buildings; constructing, altering and repairing highways and streets and bridges; viaducts, culverts, sewers, and water, gas and electricity mains; railway road-beds, subways, harbours and water ways; piers, airports and parking areas; dams, drainage, irrigation, flood-control and water-power projects and hydroelectric plants; pipe lines; water wells; athletic fields, golf courses, swimming pools and tennis courts; communication systems such as telephone and telegraph lines; marine construction, such as dredging and under-water rock removal; pile driving, land draining and reclamation; and other types of heavy construction. Businesses

primarily engaged in performing mining services such as preparing and constructing mining sites and drilling crude oil and natural gas wells, on a contract or fee basis, are classified in this group.

Special trade contractors are engaged in only part of the work of a construction project. Special trade contractors may work on subcontract from the general contractor or directly for the owner. They may engage in such activities as plumbing, heating and air-conditioning installation; brick-laying, stone setting, tile setting, marble and stone work; carpentry; floor-laying; plastering and lathing; roofing; concrete work; painting and decorating; sheet metal and electrical work; water-well drilling; structural steel erection; excavating and foundation work; wrecking and demolition work; and repair and maintenance work on buildings. However, maintenance or repair work done by maintenance staffs in the full-time employ of the units, the premises of which are being repaired, are excluded.

The assembly and installation on the site of prefabricated, integral parts into bridges, water tanks, storage and warehouse facilities, railroad and elevated right-of-way, lift and escalator, plumbing, sprinkler, central heating, ventilating and air conditioning, lighting and electrical wiring, etc. systems of buildings, and all kinds of structures, is a construction activity. Departments or other units of the manufacturers of the prefabricated parts and equipment which specialize in this work and which it is feasible to treat as separate establishments, as well as independent businesses primarily engaged in the activity, are classified in this group.

<sup>16</sup> The sector comprises units providing customers with short-term lodging and/or preparing meals, snacks, and beverages for immediate consumption. The section includes both accommodation and food services because the two activities are often combined at the same unit.

There may be some overlap between activities. A restaurant activity is a specific activity, but may also be implicitly included in lodging.

Lodging units provide lodging or short-term accommodations for travelers, vacationers and others. There is a wide range of units. Some provide lodging only, while others provide meals and recreational facilities, as well as lodging. The type of complementary services provided may vary from unit to unit.

Units belonging to the restaurant group provide complete meals fit for immediate consumption. Those units can be traditional restaurants, self-service or takeaway restaurants as well as permanent or temporary fish-and-chips stands and the like with or without seating. What is decisive is the fact that meals fit for immediate consumption are offered, not the kind of facility providing them. Excluded is the production of meals not fit for immediate consumption, of meals not planned to be consumed immediately and of prepared food that is not considered to be a meal. Also excluded is the sale of not self-manufactured food that is not considered to be a meal and of meals that are not fit for immediate consumption.