



CONFIDENTIAL

National Bureau of Statistics
No 1 Wole Olanipekun Street
Central Business District,
P.M.B 127, Garki, Abuja



ISIC N

NATIONAL BUSINESS SAMPLE SURVEY – 2025

N. ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

The Federal Government of Nigeria, through the National Bureau of Statistics is conducting a survey of Establishments in the Administrative and support service activities sector.

Accurate response will assist the Government of Nigeria in formulating favourable policies set to address the challenges facing this sector in the Country. Establishments are therefore required under the provisions of the Statistics Act 2007 to provide all relevant information. Information is collected for statistical purposes only and shall be treated as confidential.

i. Scope

This questionnaire is to be completed by Establishments in operation for the years 2022, 2023 and 2024. An establishment is defined as an economic unit engaged in one or predominantly one kind of activity at a single location.

ii. Period covered

Information is required for the calendar year (January-December). Unaudited figures are acceptable. If you cannot supply precise statistics, please give your best estimate.

Please use only absolute Naira value (e.g. N2,000,000 or N500,000) in all fields where monetary values are requested.

Thank you for your cooperation.

For any clarification, please contact Tel: 07061003187 and 07036864247

SECTION 1 IDENTIFICATION PARTICULARS

| | | | |
|------|--|---------------------------|--|
| 1.1 | Name of Establishment | | |
| 1.2 | Physical Location Address: | | |
| 1.3 | Postal Address: | | |
| 1.4 | Web site Address: | 1.5 E-mail Address: | CODE |
| 1.6 | Nearest town: | CODE | 1.7 LGA Name: <input type="text"/> |
| 1.8 | State name: | <input type="text"/> | 1.9 Establishment phone no: <input type="text"/> |
| 1.10 | Year of commencement of Business <input type="text"/> | | |

| | | | | | | | | | | | | | | | |
|--|---|------------------------------|----------------------|--------------------------|--|------------------------------|----------------------|------------------|---------------------------------------|--|--|--------------------|------------------|-----------------------------|--|
| 1.11 | Form of legal ownership: {indicate by entering the corresponding number into the box provided} CODE | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>Sole Proprietorship = 1;</td> <td>Private Limited Liability Company = 4;</td> <td>Faith based organization = 7</td> <td><input type="text"/></td> </tr> <tr> <td>Partnership = 2;</td> <td>Public Limited Liability Company = 5;</td> <td></td> <td></td> </tr> <tr> <td>Joint Venture = 3;</td> <td>Cooperative = 6;</td> <td>Other (Specify): = 8</td> <td></td> </tr> </table> | | | | Sole Proprietorship = 1; | Private Limited Liability Company = 4; | Faith based organization = 7 | <input type="text"/> | Partnership = 2; | Public Limited Liability Company = 5; | | | Joint Venture = 3; | Cooperative = 6; | Other (Specify): = 8 | |
| Sole Proprietorship = 1; | Private Limited Liability Company = 4; | Faith based organization = 7 | <input type="text"/> | | | | | | | | | | | | |
| Partnership = 2; | Public Limited Liability Company = 5; | | | | | | | | | | | | | | |
| Joint Venture = 3; | Cooperative = 6; | Other (Specify): = 8 | | | | | | | | | | | | | |

1.12 Does your company have shareholders? Yes =1 No = 2 if 2 >>1.14

| | | | | |
|------|--|----------------------|--|----------------------|
| 1.13 | Percentage (%) share of Nigerian Holders | <input type="text"/> | Percentage (%) Share of Non-Nigerian Holders | <input type="text"/> |
|------|--|----------------------|--|----------------------|

1.14 Describe main line of business activity

1.15. Type of Activity {Indicate by ticking the main activity}

- | | |
|---|--|
| <input type="checkbox"/> 7710 Renting and leasing of motor vehicles | <input type="checkbox"/> 8010 Private security activities |
| <input type="checkbox"/> 7721 Renting and leasing of recreational and sports goods | <input type="checkbox"/> 8020 Security systems service activities |
| <input type="checkbox"/> 7722 Renting of video tapes and disks | <input type="checkbox"/> 8030 Investigation activities |
| <input type="checkbox"/> 7729 Renting and leasing of other personal and household goods | <input type="checkbox"/> 8110 Combined facilities support activities |
| <input type="checkbox"/> 7730 Renting and leasing of other machinery, equipment and tangible goods | <input type="checkbox"/> 8121 General cleaning of buildings |
| <input type="checkbox"/> 7740 Leasing of intellectual property and similar products, except copyrighted works | <input type="checkbox"/> 8129 Other building and industrial cleaning activities |
| <input type="checkbox"/> 7810 Activities of employment placement agencies | <input type="checkbox"/> 8130 Landscape care and maintenance service activities |
| <input type="checkbox"/> 7820 Temporary employment agency activities | <input type="checkbox"/> 8211 Combined office administrative service activities |
| <input type="checkbox"/> 7830 Other human resources provision | <input type="checkbox"/> 8219 Photocopying, document preparation and other specialized office support activities |
| <input type="checkbox"/> 7911 Travel agency activities | <input type="checkbox"/> 8220 Activities of call centres |
| <input type="checkbox"/> 7912 Tour operator activities | <input type="checkbox"/> 8230 Organization of conventions and trade shows |
| <input type="checkbox"/> 7990 Other reservation service and related activities | <input type="checkbox"/> 8291 Activities of collection agencies and credit bureaus |
| <input type="checkbox"/> Other activities not specified above (<i>please specify</i>) | <input type="checkbox"/> 8292 Packaging activities |
| | <input type="checkbox"/> 8299 Other business support service activities n.e.c. |

SECTION 2. EMPLOYMENT, WAGES AND SALARIES

SECTION 2 A EMPLOYMENT

| Employment category | Sex | 2022 | | 2023 | | 2024 | |
|--|--------|---------|-------------|---------|-------------|---------|-------------|
| | | Nigeria | Non-Nigeria | Nigeria | Non-Nigeria | Nigeria | Non-Nigeria |
| 2.1 Number of working owners | Male | | | | | | |
| | Female | | | | | | |
| 2.2 Number of paid employees (Without any disability) | Male | | | | | | |
| | Female | | | | | | |
| 2.3 Number of Unpaid workers/apprentices/Corpers (Without any disability) | Male | | | | | | |
| | Female | | | | | | |
| 2.4 Number of Paid employees with disabilities | Male | | | | | | |
| | Female | | | | | | |
| 2.5 Number of Unpaid employees with disabilities | Male | | | | | | |
| | Female | | | | | | |

SECTION 2 B

COMPENSATION OF EMPLOYEES DURING ACCOUNTING YEAR (in Naira)

| Compensation | Amount Paid | | | | | |
|--|-------------|-------------|---------|-------------|---------|-------------|
| | 2022 | | 2023 | | 2024 | |
| | Nigeria | Non-Nigeria | Nigeria | Non-Nigeria | Nigeria | Non-Nigeria |
| 2.6. Wages and salaries of Employees (cash) | | | | | | |
| 2.7. Other staff benefits such as Housing, Medical Treatment, Pension, etc. (Give Estimates) | | | | | | |
| 2.8 Employers Contribution to Social Security Funds, | | | | | | |
| 2.9 Directors Remuneration, Fees and Allowances | | | | | | |
| 3.0 Self-employed income | | | | | | |

SECTION 3A.

INCOME FROM ADMINISTRATIVE SUPPORT SERVICES

| Item | 2022(Value in Naira) | 2023 (Value in Naira) | 2024 (Value in Naira) |
|--|----------------------|-----------------------|-----------------------|
| 3A.1 Renting and leasing of motor vehicles <i>e.g passenger cars (without drivers)</i> | | | |
| 3A.2 Leasing of intellectual property & similar <i>products</i> , exc. copyrighted works | | | |
| 3A.3 Renting and leasing of other machinery, equipment and tangible goods | | | |
| 3A.4 Activities of employment placement agencies | | | |
| 3A.5 Temporary employment agency activities | | | |
| 3A.6 Travel agency services | | | |
| 3A.7 Reservation service and related activities | | | |
| 3A.8 Tour operator activities | | | |
| 3A.9 Private security activities | | | |
| 3A.10 General cleaning of buildings e.g Houses, apartments, offices | | | |
| 3A.11 Landscape care & maintenance service activities e.g parks, green areas | | | |
| 3A.12 Photocopying, document preparation and other office support activities | | | |
| 3A.13 Packaging activities <i>e.g labelling, stamping and imprinting etc</i> | | | |

SECTION 3B**OTHER INCOME** (Note: All income should exclude value added tax)

| Income Item | 2022 Value in Naira | 2023 Value in Naira | 2024 Value in Naira |
|---|---------------------|---------------------|---------------------|
| 3b.1 Receipt from sale of used goods by the establishment | | | |
| 3b.2 Value of own produced new construction, improvement or renovation made on fixed assets for own use | | | |
| 3b.3 Capital transfers received | | | |
| 3b.4 Income from rental/lease of buildings, land, plant, machinery and Furniture | | | |
| 3b.5 Income from royalties/ copyright | | | |
| 3b.6 Interest received | | | |
| 3b.7 Dividends received | | | |
| 3b.8 Subsidies and Grants received | | | |
| 3b.9 Export rebates received | | | |
| 3b.10 Other Incomes (Please Specify) | | | |
| i | | | |
| ii | | | |

SECTION 4: OPERATING EXPENSES (All expenses should exclude deductible VAT)

| COST ITEM | 2022 (Value in Naira) | 2023 (Value in Naira) | 2024 (Value in Naira) |
|---|--------------------------|--------------------------|--------------------------|
| 4.1 Payments made for minor repair and maintenance work | | | |
| 4.2 Payment made for fuel purchased | | | |
| 4.3 Payment made for electricity purchased (<i>PHCN bills</i>) | | | |
| 4.4 Payment made for water purchased/ Water bills | | | |
| 4.5 Payments for rental of office, shops, machinery, <i>equipment</i> etc | | | |
| 4.6 Transportation charges, courier, postage, travels <i>etc</i> | | | |
| 4.7 Payments made for telephone, telegraphs, internet access & telex | | | |
| 4.8 Payments made for stationery, printing, books, journals etc | | | |
| 4.9 Payment of Insurance Premiums | | | |
| 4.10 Payments made for advertising and promotion (<i>excluding printing</i>) | | | |
| 4.11 Payment of Consultancy Fees, Legal, auditing & accounting etc. | | | |
| 4.12 Payments made for License/registration fees | | | |
| 4.13 Payment of royalties, copyrights, patents, etc. | | | |
| 4.14 Depreciation charges for the year on fixed assets | | | |
| 4.15 Interest paid and bank charges | | | |
| 4.16 Sales tax, excise duties, etc. collected on sales (<i>excluding VAT</i>) | | | |
| 4.17 Payments of other taxes on production (<i>e.g. Hotel Tax, Mineral Duty, Timber Levy etc.</i>) | | | |
| 4.18 Payment for Television subscriptions and other installation charges | | | |
| 4.19 Payment for Security Services | | | |
| 4.20 Payment for Computer services, software, etc | | | |
| 4.21 Specialized clothing / Staff uniform at work | | | |
| 4.22 Medical expenses of staff at work | | | |
| 4.23 Subscription/ membership fees, etc | | | |
| 4.24 Payment for property and business taxes | | | |
| 4.25. Exchange rate Loss | | | |
| 4.26 Other cost (Please specify) | | | |
| (i) | | | |
| (ii) | | | |

SECTION 5: CAPITAL EXPENDITURE

5.1: CAPITAL EXPENDITURE 2022

(Value in Naira)

| ITEM | | Book value at the beginning of the year | Addition (Purchase of fixed assets) | Disposals (Sales of fixed assets) | Depreciation of fixed assets |
|--|--------------------------------|---|-------------------------------------|-----------------------------------|------------------------------|
| 5.1. Construction of Building | 5.1.1 Residential Building | | | | |
| | 5.1.2 Non-residential Building | | | | |
| 5.2 Other Construction | | | | | |
| 5.3 Land Improvement | | | | | |
| 5.4 Transport Equipment | | | | | |
| 5.5 Machinery & Other Equipment | | | | | |
| 5.6 Office Furniture & ICT equipment | | | | | |
| 5.7 Research & Business Development | | | | | |
| 5.8 Computer software and database development | | | | | |
| 5.9 Other fixed assets | | | | | |

5.2: CAPITAL EXPENDITURE 2023

(Value in Naira)

| ITEM | | Book value at the beginning of the year | Addition (Purchase of fixed assets) | Disposals (Sales of fixed assets) | Depreciation of fixed assets |
|--|--------------------------------|---|-------------------------------------|-----------------------------------|------------------------------|
| 5.1. Construction of Building | 5.1.1 Residential Building | | | | |
| | 5.1.2 Non-residential Building | | | | |
| 5.2 Other Construction | | | | | |
| 5.3 Land Improvement | | | | | |
| 5.4 Transport Equipment | | | | | |
| 5.5 Machinery & Other Equipment | | | | | |
| 5.6 Office Furniture & ICT equipment | | | | | |
| 5.7 Research & Business Development | | | | | |
| 5.8 Computer software and database development | | | | | |
| 5.9 Other fixed assets | | | | | |

5.3: CAPITAL EXPENDITURE 2024

(Value in Naira)

| ITEM | | Book value at the beginning of the year | Addition (Purchase of fixed assets) | Disposals (Sales of fixed assets) | Depreciation of fixed assets |
|--|--------------------------------|---|-------------------------------------|-----------------------------------|------------------------------|
| 5.1. Construction of Building | 5.1.1 Residential Building | | | | |
| | 5.1.2 Non-residential Building | | | | |
| 5.2 Other Construction | | | | | |
| 5.3 Land Improvement | | | | | |
| 5.4 Transport Equipment | | | | | |
| 5.5 Machinery & Other Equipment | | | | | |
| 5.6 Office Furniture & ICT equipment | | | | | |
| 5.7 Research & Business Development | | | | | |
| 5.8 Computer software and database development | | | | | |
| 5.9 Other fixed assets | | | | | |

SECTION 6: CHALLENGES

| | What are the major challenges faced by this establishment? | Tick as applicable |
|-------|--|--------------------|
| S/No. | Challenges: | |
| 6.1 | Lack of access to loan | |
| 6.2 | High exchange rate | |
| 6.3 | Inadequate infrastructure | |
| 6.4 | Lack of entrepreneurship/vocational training | |
| 6.5 | Obsolete equipment | |
| 6.6 | Lack of access to research & development | |
| 6.7 | Erratic power supply | |
| 6.8 | Demolition | |
| 6.9 | High taxes | |
| 6.10 | Lack of raw materials | |
| 6.11 | Removal of fuel subsidy | |
| 6.12 | Banning the importation of some goods | |
| 6.13 | Insecurity | |
| 6.14 | High interest rate | |
| 6.15 | Other specify: | |

SECTION 7: CERTIFICATION

I certify that the information I have provided is accurate and complete to the best of my knowledge.

Name Official Designation

Telephone Number E-mail Address

Official stamp/

Signature Date

SECTION 8: DATA COLLECTORS ONLY

Name of data collector:

Signature of data collector

Telephone number

Date of Questionnaire Retrieval/...../2025

GPS Long: Lat: